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The Archives Program of the United Nations¹

By ROBERT CLAUS

United Nations Archives

IT IS now just about two years since the National Archives document *Proposal for a United Nations Archives* became the first professionally prepared, carefully constructed statement of what the United Nations archives program ought to be. During the past twelve months the development of such a program has been constant and, I believe, consistent both with the exigencies of the unit's position in a fast growing organization of tremendous responsibilities, and with the archival profession's desire to see, as part of the world's top-most political agency, an archives unit embodying the best of the older and the most fruitful of the newer theories and practices of archival economy. The United Nations Archives has, I think, come nearer to fulfilling its function as a service agency to the Secretariat than it has to realizing the larger hopes of the profession; this is a source not of regret, however, but of eager enthusiasm for the future. The first responsibility of any United Nations service unit must be to contribute as competently as possible to the effective functioning of other offices. When that is accomplished, attention can be devoted to the specialized activities of our own field.

The planners of the United Nations at Dumbarton Oaks and at San Francisco in 1945 did not make provision for the establishment of an archives—or at least did not mention it as an administrative unit. Possibly they were concerned with more important matters. The “international secretariat” set up by the host government at San Francisco did, however, contain an archives unit which operated as part of the documents service. Its task was the filing and custody of four record copies of all the mimeographed official documents of the Conference, together with the original drafts.

The conclusion of the Conference, on June 26, 1945, was marked by the formal signing of two documents, the Charter of the United Nations and the Statute of the International Court of Justice (com-

¹ Read before the Annual Meeting of the Society of American Archivists, September 3, 1947.

bined in a single document, now in the custody of the United States Department of State) and the "Interim Arrangements" (now in the United Nations Archives) which provided for the establishment of a Preparatory Commission to meet in London in the fall of 1945. It was to be the task of the Preparatory Commission to draw up an agenda and arrange for the convening of the first session of the General Assembly. Their work would naturally require the constant use of the San Francisco Conference documents, so the Conference archivists carefully packed and shipped to London both the archival materials and the distribution stocks of documents.

The Preparatory Commission secretariat included an archives unit similar to the earlier one, but to its primary function, the custody of current documents and drafts, was added the care and servicing of the now non-current San Francisco materials, and the preparation of those records for binding.

With the formation of the United Nations Secretariat early in 1946, an archives unit became an established part of the documents office, and it planned and supervised the transfer of the records from Church House, London, to Hunter College, New York, and thence to the present United Nations headquarters at Lake Success, where they still remain. The unit was transferred for a few months to the jurisdiction of the Library and was later joined with the Central Registry and the communications units in what finally became the Communications and Records Service.

During the summer of 1946, plans were begun for the development of a comprehensive archives program, to include not only the custody of official copies of documents, but also the survey, appraisal, accessioning, description, and servicing of non-current materials of the United Nations and of predecessor agencies. Recruitment of a professional staff was begun, to supplement the predominantly clerical group already employed, and the new archivist set to work to draft and obtain the issuance of a comprehensive statement of duties, powers, and responsibilities. Plans for the internal organization were adopted, and four units were established, dealing respectively with archival service (i.e., custody and reference), indexing and other descriptive work, appraisal and liaison, and photographic and sound recording archives. An increase in personnel was granted at the end of the year, and considerably augmented office and records storage space was planned. The past year has been devoted largely to these administrative and organizational developments, to the day-to-day documents work, and to the slow development of a broader program.

Before going into a more detailed statement of program, however, I should like to point out a few of the administrative problems that

appear to me to be peculiar to international archives agencies, and that cannot fail to have an important bearing on the development of such agencies.

It has probably been evident that the United Nations Archives does not quite follow the usual pattern of an archival agency—that its duties and responsibilities often appear to be more closely akin to those of a registry office or a documents library. The resemblance is strengthened by the fact that about one-half of the present staff is engaged almost exclusively in the receipt, registration, filing, and servicing of mimeographed documents. I believe it is a characteristic of international agencies that an extraordinarily large part of their work is reflected in their various document series more than in their correspondence, reports, or memoranda files. All proposals, amendments, committee reports, and resolutions of the General Assembly and other bodies, for example, are issued in document form at several stages in their development, as are Secretariat reports and important communications from member governments. This is necessary, of course, in order that all members may be kept completely informed as to its work. The result, in any case, is that the document offices become an extremely important part of the administrative mechanism and that the official copies of the documents are, so far at least, the dominating force in the development of the archives. Accumulating now at the rate of about twelve hundred a week, these must be individually checked for completeness, registered, and filed appropriately in their classified series.

As was stated above, about half the Archives staff works primarily on these documents. The remainder of the personnel, however, including most of the professional members, is engaged for the most part in the more conventional archival pursuits of survey, appraisal, accessioning, arrangement, and description of non-current records.

This division of function was the cause of no little confusion in the early administrative development of the Archives. Its place in the organization scheme of the Secretariat, for example, was difficult to determine; acceptable logic, in each case, dictated its connection with first the Documents Division, then the Library, and finally the Central Registry. This of course was a matter of minor importance, but it was perhaps symptomatic of initial uncertainty about the major purpose of the Archives. Was it to be essentially a custodial unit for the official document files, or should it be primarily a reference service office? If the latter, could it serve the public and scholars as well as the Secretariat and the delegations, and should it be prepared to conduct research projects in addition to filling routine reference requests? How far should it take cognizance of current records management questions,

and should it be concerned with the records of associated and other international agencies as well as with those of the United Nations? Certain of these questions have not yet been answered; in a few cases policy has been determined but practice has not yet been able to catch up.

The emphasis upon document files as distinguished from more conventional archival collections has its effect not only on the volume and kind of custodial work—receiving, registering, and filing—but also on the reference load of the office. The official documents, like Congressional bills for example, are more apt to have individual interest and importance than the average archival items, and the result has been that the reference rate has been quite high. Despite the fact that copies of most documents are freely distributed in the Secretariat, the Archives services some fifty requests a month on less than three hundred cubic feet of records.

The question of records storage equipment is also affected by the necessity for carrying on constant filing operations. Many types of conventional archives equipment are obviously not satisfactory for current filing purposes, yet the cost of the ordinary filing cabinets now in use is already causing some concern.

The most obvious administrative problem in an international archives is that posed by the use of two or more languages. The United Nations employs both French and English as working languages; correspondence, memoranda, documents, and oral communications may be in either or both of these tongues. Spanish, Russian, and Chinese are also recognized as "official" languages, and a considerable portion of the documents originate or are translated into them. It is obvious, therefore, that any professional archivist on the staff must possess at least a reading knowledge of both English and French, and that the staff must include a number of persons fluent in both languages as well as some who are competent in Russian and Spanish. So far, the number of documents in Chinese has been small and has been handled with special assistance from the Languages Division. Though one may reasonably expect a professional archivist in any country to know an extra language, it is not easy, even in New York, to find competent clerks, typists, and secretaries who can handle French as well as English.

The recruitment of personnel is, in general, one of the more trying problems that has to be faced. The United Nations, like other international agencies, must seek the widest possible national representation in its staff; this is desirable not only to satisfy the legitimate desires of the citizens of all member states for participation, but also to secure for the administrative processes the benefits of the varying national backgrounds and points of view. Everyone must recognize the wisdom, as well as the necessity, of this policy, as a general basis for United Na-

tions employment. Although its staff numbers only fifteen, the United Nations Archives now contains nationals of five countries, the United States, the United Kingdom, Canada, Yugoslavia, and Switzerland. Because at present the section is administered largely in accordance with principles and practices derived from related institutions in the United States, it is perhaps natural that the largest single group are American citizens and that it has been relatively easy to find competent American candidates for positions. I feel strongly, however, that ultimately a truly international archives agency should contain representatives of the other great schools of archival economy and that therefore the staff should be augmented by members from the Scandinavian countries, from France, the Union of Soviet Socialist Republics, the Netherlands, and the Latin American states. With this in mind, the assistance of the personnel department has been enlisted to stimulate the interest of competent employees of non-American archival institutions in employment in the United Nations, and it is my belief that as the staff expands, both the agency and the American members will benefit greatly from the varying experience and techniques that will be represented.

I should like to turn now to a description of the present program of the Archives, with some reference to our plans for the future. The work now embraces all of the functions regarded as essential in the National Archives "Proposal" of two years ago, as well as some of those described there simply as "possible additional functions." Briefly they may be listed as disposal, accessioning, maintenance and rehabilitation, arrangement and description, reference, research, advice in current records management, and technical advice.

Disposal work, like most other functions, has its formal authorization in a Bulletin of the Secretary-General issued in March 1947. This "organic act," carefully drafted, and examined by all departments of the Secretariat before issuance, contains a definition of records similar to that now in the National Archives Act and provides that no records of the United Nations may be destroyed without the consent of the Archives Section. Since the United Nations is still a youthful organization, relatively few records have yet been destroyed, and it has so far been possible to handle the appraisal of records for disposal without any great formality.

Accessioning of records is based on the Archives' authority to have custody of all non-current and certain specified current records of the United Nations and of all records transferred to the United Nations by associated or predecessor agencies. The records now in custody amount to about seven hundred cubic feet, of which somewhat less than half consist of the document files already discussed. Other current records

are the drafts of documents, and the verbatim minutes of meetings. Special provision has been made for the transfer of contracts and agreements after the auditing of related accounts, and of treaties after registration by the Legal Department. Non-current records include small groups of files from various Secretariat offices, as well as the records of the San Francisco Conference and the Preparatory Commission.

The question of the records of the League of Nations has been the subject of much discussion. The immediate transfer of all these records from Geneva to the temporary headquarters at Lake Success was found to be impractical, and because the United Nations maintains a large and experienced staff in the League of Nations building at Geneva, it was decided that, for the time being, the bulk of the records would remain there. Lists of all the central files were obtained, however, and were circulated to the interested departments at Lake Success so that they might request the transfer of records necessary for the conduct of their operations. As a result, large segments of the registry files have been accessioned by the United Nations Archives, where they are available for consultation. The office files of several League of Nations units, including the Princeton Mission of the Economic Section, have also been transferred. The existence in Geneva of large quantities of League records over which the Archives has no control and about which it has little detailed knowledge is, needless to say, a source of some embarrassment both to the Archives and to headquarters officials who wish to use the files, and it seems desirable that arrangements be made as soon as possible for the accessioning of all records not currently needed in Geneva.

Another valuable collection already in the custody of the Archives consists of sound recordings of the proceedings of United Nations meetings. As faithful reproductions of what was actually said in a meeting, they serve as useful supplements to the verbatim minutes and as substitutes for them when no written minutes were made.

We have already heard something of the plans for the transfer of the valuable collection of UNRRA records to the United Nations Archives. It is not necessary for me to emphasize either the importance of the records or the wisdom of the principle that their transfer exemplifies, *i.e.*, that the records of a great agency should be carefully maintained intact and placed where they can have permanent expert supervision and where they can be made available for use by all who need them.

Maintenance and rehabilitation work in the United Nations Archives has so far been concerned mainly with the provision of the best possible storage conditions in temporary facilities and with planning for permanent facilities at the new New York headquarters. Those plans have not yet reached the stage where I can describe the detailed proposals

for archives space, and it seems probable that it will be many months before the new buildings are ready. In the meantime, the physical facilities of the Archives at Lake Success consist of a little over four thousand feet of floor space, comprising seven offices, an archives reference room, a fire-proof vault for sound recordings, a small listening booth, and two record-storage rooms. The latter are equipped simply with steel filing cabinets, but consideration is being given to the construction in one of them of steel shelving for some type of metal or cardboard container.

Because of staff limitations, the amount of arrangement and descriptive work done is not as great as could be desired. A considerable number of small checklists, indexes, and shelflists of various types has been prepared, however, and an index to the documents of the Preparatory Commission will be published soon. It is hoped that this will be the first in a series of Archives Reference Guides and that it will be followed shortly with a checklist of the San Francisco Conference records.

The policies guiding the reference work of the Archives are similar to those of most government archival agencies. Whenever possible, access to the records is granted to any qualified person with a legitimate purpose. Letters and phone calls requesting information are answered, copies of documents are provided, and within the Secretariat, loans of materials are made. Naturally, however, most requests for assistance have come from the Secretariat and from the members of national delegations to the United Nations. Those requests have been distributed over all the record groups in custody and have, of course, varied from simple loans of specified documents to the conduct of fairly difficult research projects. The recent acquisition of search room facilities is expected to increase both the quantity and the quality of service given.

In the Secretary-General's Bulletin mentioned above, the Archivist was given authority to survey the records of all offices of headquarters and to advise, upon request, on methods of current records management. A beginning has been made upon a general survey, which is expected to result in the preparation of a series of retirement schedules covering all records of the agency. Excellent cooperation has been received from administrative and operating personnel.

Besides the advice on current records management matters given informally in connection with survey work and the drafting of disposal schedules, the Archives has been able to contribute assistance in the highly technical field of photographic and sound recording archives. Members of the staff have aided in the development of indexing systems for valuable motion picture and still photograph collections and have taken over the responsibility for handling the non-current motion pictures received from the United Nations Information Office in London

and from UNRRA. The photographic collections of the United Nations give promise of developing into a highly significant body of research materials relating both to the work of the United Nations and to world economic and social conditions generally.

Our photographic experts are also responsible for the technical supervision of the microfilming work that is done for the Archives for security or distribution purposes, and they are able to advise other offices on the technical aspects of microfilming done for the purposes of space economy.

I have left until last the discussion of one important function of the United Nations Archivist, "to establish liaison with archivists of associated and other international agencies and with the principal archives agencies of member states," The responsibilities contemplated under this paragraph in our statement of authority were not described in detail, mainly because it was at the time manifestly impossible to embark upon a broad program of cooperation in the specialized field of archival economy. Informal (but, I hope, mutually profitable) relationships have already been established with the archivists of a number of national and international agencies, however, and these will be continued and expanded.

Like many others here today I have felt strongly the need for some instrument to assist in uniting professional archivists for their mutual benefit, and I look forward to our discussions of this subject in subsequent meetings of the present session. The future program of the United Nations Archives will, of course, include full cooperation in any program that promises to assist the development of world archival resources and the improvement of the techniques of archives administration.

The last time I had occasion to talk before a professional group, I simply said what I wanted to say and stopped, rather abruptly I am told. My wife was horrified at the omission of the customary peroration and has insisted that I tie this talk up finally before abandoning it. Therefore I shall say in conclusion what I trust has been obvious as I went along: that the United Nations Archives, though still young and undeveloped, seems, to me at least, to give promise of growing vigorously with the whole United Nations idea and of becoming, in time, a rich and valuable center for research and a significant member of a cooperating group of archival institutions the world over.

A Practical Guide to Calendaring

By MORRIS L. RADOFF

Maryland Hall of Records

Continued from April 1948

ARRANGEMENT OF CALENDAR ENTRIES

TOO often the arrangement of the materials to be calendared is confused with the arrangement of the calendar entries. They are, in fact, utterly divorced. Materials may be arranged chronologically, alphabetically, or chronologically within some sort of alphabetical unit or *vice versa*. The series to be calendared may be arranged in any one or more of these systems, or it may not be arranged at all. Only if there is no arrangement should the calendarer do anything about it. If there is no compelling reason for arranging materials otherwise, he should put them in chronological order before beginning to make abstracts.

But ultimately it makes little difference what the arrangement of the materials is so long as they appear as calendar entries in chronological order. This is accomplished by making all the abstracts first and then rearranging them before they are sent to the printer. It may be necessary to preserve a knowledge of the original arrangement or lack of arrangement, as in the case of the materials included in the Black Books which had been cited by their old numbers for many years. In that case the old numbers should be printed together with the new numbers. Since the entries will presumably be printed in the order of their new numbers, it is, of course, easy to find out what new number 49 was before it was changed simply by finding it in the calendar and referring to the old number. But it may be difficult if the reference is to an old number. For example, how would one know what old number 50 had become? In order to answer queries of this kind it is necessary to prepare a key in two columns. The first column gives the old numbers in order, and opposite each number is the corresponding new number. Such keys are to be found in both the calendars prepared by the Hall of Records.

Examples of items which have been rearranged, giving new and old reference numbers:

1804	Madison, James, Washington. To William Pinkney, Baltimore.	205
Nov. 16	Acknowledges receipt of letter of November 3 containing Blue Book	

- explanations and enclosures from Pinkney regarding conclusion of bank stock affair; the President commends him for his ability and perseverance in this affair. II, 113
L.S. 1 p.
- 1804 Pinkney, William, Annapolis. To Robert Bowie, Annapolis. 206
Nov. 22 Transmits letter with enclosures which he has received from agent of the bank stock since he believes it contains business of the Governor. Blue Book II, 68
Encloses 49, 94, 204.
A.L.S. 2 pp.
- 1804 General Assembly of Maryland. 207
Nov. 27 Resolution asking the Governor and Council to transmit to the House letters about the bank stock as follows: Chase to the Governor, March 22, 1802; same to same, February 13, 1802; same to same, December 24, 1802; Pinkney to Secretary of State of United States, October 22, 1803; Pinkney to Governor of Maryland, September 20, 1803. Blue Book II, 164
Copy.
D. Signed by John B. Duckett, Clerk, House of Delegates. 1 p.

Excerpt from finding list:

Blue Book or Old Numbers	Calendar or New Numbers
II, 1	45
II, 2	70
II, 3	112
II, 4	75
II, 4a	76
II, 5	74
II, 6	79
II, 7	82
II, 8	77
II, 9	78

DATE

Every item in the calendar must be dated, if possible. This date should be derived from the document itself. In the case of a letter the date will usually be found at the beginning or the end of the message; in the case of an official document it will appear in the signing and sealing or in the text of the document itself. In the event that the date is missing it may be supplied by the calendarer from the postmark or from internal evidence, but in such cases it is required that this date be inserted within brackets. This rule should, however, be abandoned in some cases. A postmark, for example, is more accurate for some purposes than the date given by the writer of a letter, who might well be in error about either the day or the month which he gives, or even the year.

Internal evidence sometimes requires the use of judgment on the part of the calendarer, and that human element must be indicated by the brackets in order to maintain the pretense that the student who uses

the papers will be better prepared to fix the date than is the calendarer. In some cases, however, only the most primitive kind of judgment is required as, for example, when the writer notes that on yesterday, which was Christmas of 1887, he spent the day at Church. A rigid interpretation of the rules would require the use of brackets even in a case of this kind. Should the letter be used in any other text the brackets would distort the facts in the case for they would indicate doubt rather than certainty.

A special problem is found in the case of documents which have been copied and certified. It is quite possible that the document antedates the certification and making of the copy by many years. For example, a certified copy of a law made a hundred years earlier may be found in the papers of an individual who had some reason for having such a copy made. The date of certification might be the useful one in a calendar, because that is the significant date, the date when the material was used; but if any exceptions were made, even exceptions as logical as the one I have pointed out, the burden of arranging would become too great; therefore the calendarer must use the date of enactment of the law, not the date of certification. If several certifications of the same law appear, they should be grouped in the order of the date of certification at the place in the calendar dictated by the date of the law, just as any other copies would be placed in the order of copying.

But sometimes, after the exercise of judgment and ingenuity, it is still not possible to date an item accurately. In such cases the procedure to be followed is simple. If the date is a total enigma, which is not very likely, the item should be placed at the very end of the calendar. If there are several undated items, there is almost absolute freedom about the order in which they are placed. If, however, there is any suspicion of the sequence in which they come, a chronological order should be adopted, as that would do less violence to the calendar itself, which, of course, is in chronological order. If there are no clues, then an alphabetical order by the last name of the first person in the first line should be adopted. If it is possible to determine the year only, then the item should be placed after all the others of that year; and if only the month and year are known, then it should be placed after the items of that month and year.

Naturally, many special cases will arise. It is sometimes possible to determine that a letter was written between the second of the month and, let us say, the twentieth, because it may be a reply to another letter which is known to have been written on the second, and, in turn, there may exist a reply to the letter in question dated on the twentieth. In that case the letter should be dated between the second and the

twentieth and put in its proper place. Examples of all sorts of odd datings will be found in easily accessible printed calendars. The point to remember is that every device should be used to place the item in regular order with its fellows, otherwise there is danger that it will be overlooked by the researcher.

Example of dating and arranging from internal evidence:

- | | | |
|-------------|--|----------|
| 1805 | Baring, Sir Francis & Company, London. To James Monroe, | 294 |
| Oct. 8 | London. | II, 144b |
| | Summarizes transaction on its conclusion; advises that £8,632:17:4 received at the Bank in dividends is being held at his disposal. | |
| | Copy. | |
| | Enclosed in 303. | |
| | L. 2 pp. | |
| 1805 | Baring, Alexander, London. To James Monroe, London. | 295 |
| [Oct. 8-11] | Wishes to put off until Wednesday the transfer of stocks; S. of S. 78 house in Great Cumberland will be ready for him on Tuesday. | |
| | A.L.S. 1 p. | |
| 1805 | Monroe, James, London. To Francis Baring & Co., London. | 296 |
| Oct. 12 | Acknowledges receipt of schedule of American stocks, etc.; S. of S. 79 Purviance thinks there is an error in sum stated in dollars; having heard nothing from Nicholson about Baring's offer of Sept. 3 for handling £8,632:17:4 of dividends, agrees to their offer of Bills of Exchange for 3% commission. | |
| | A.Df. 1 p. | |

A troublesome question and one often posed is what does one do about dating a related group of papers, each of which bears a different date, as, for example, the papers having to do with the settlement of an estate or the adjudication of a civil suit. Perhaps there is no wholly satisfactory answer. It should certainly be pointed out to begin with that series of testamentary or court papers are not ideal materials for calendaring. In the case of testamentary papers, with the exception of wills, which are readily separated, all that is needed is the name of the decedent and the type of document, and that kind of information is more economically given in an index. Perhaps the same kind of treatment is indicated for court papers.

If, however, there is some compelling reason for calendaring a given series of court papers, then there are only two alternatives for dating. The normal plan for dating materials in a calendar may be followed simply by preparing a slip for each paper, giving it the date which it bears and arranging the calendar entries accordingly. The relationship between the various papers of one case would then be indicated by cross reference in the calendar entries and by the references in the index. If the series is of any size, this procedure is, of course, wasteful. In that case it might be advisable to calendar all of the papers having to do with one case in one entry, arbitrarily giving the entry the date of

one of the papers. In the case of testamentary papers the date of probate of the will might be the best one to choose; in a court case, the date of docketing. The date of each individual paper might then be given in parenthesis when that paper is treated in the abstract.

PHYSICAL FORM OF ENTRY

The first information given in the calendar entry, the name of the sender and the place from which the document was written or dispatched and the name of the recipient and the place of destination, should form a separate paragraph. This paragraph, like any other, should begin on the fifth space. Usually this information can be given in one line, but if it runs over, the second and any succeeding lines should begin at the left-hand margin.

The abstract is contained in the second paragraph. Again, the first line of this paragraph is indented, and all those that follow are begun at the margin. If the document being calendared is long and the thought varied and disconnected, the calendarer will be tempted to divide the abstract into more than one paragraph, but he should resist this temptation in favor of the convention which practice justifies. Logically, there should be as many paragraphs in the abstract as there are in the original document, but the waste of space and the awkwardness of the entry which would result from this multiple division should be avoided.

Following the abstract come the paragraphs devoted to the description of the document and such other information as the calendarer may have decided to give. Of course, no single item will require all of the paragraphs given here below, but the model is workable in any case because the order remains the same, and the calendarer need only include those paragraphs which he deems necessary and omit the rest.

1. Is the document a copy? If so, say "Copy," otherwise, omit.
2. Does this item enclose any other one, or is it itself an enclosure? If neither condition is true, omit.
3. Is it a draft or a letter signed or an autographed document? This information is never omitted, but the rest of the information in this paragraph, that is, the length of the document in pages or folios and the dimensions in centimeters or inches, sometimes is. If it is an official document which is signed and the officer signing is not made clear by the abstract, the description is sometimes given in this form: "D. Signed by Samuel Chase." On the other hand some calendarers prefer to say on this line "D. S." and then devote the next paragraph to additional information, as, "Signature: Richard Dallam, Clerk, House of Delegates." If an item is signed by mark or seal, that is usually noted, as, for example, "D. Signed by mark of deponent." Finally, as the last part of this paragraph, the condition of the item is given. Usually noth-

ing is said if it is in good condition, but otherwise the calendarer has a freedom of choice of words to describe its state, such as "mutilated, illegible, last line missing," etc.

4. If it has been decided to list the names of persons or tracts or vessels or places outside the abstract, this is the place for them; for example, "Names: William Holland, Thomas Greenfield, Charles Greenberry." Sometimes there are special types of names which are listed; for example, "Witnesses: Jacob Smith, John Brown, Henry Wright."

5. If it is thought to be worthwhile to state whether the item has been printed or calendared before, this fifth and last paragraph is the place for that information.

Here is an example of what these final paragraphs look like:

Enclosed in 825.

D.S. 1 p. 30 cm. x 18.2 cm.

Names: John Davis, Thomas Hammond, William Clayton.

Printed in *Arch. of Md.* LV, 169.

PUNCTUATION

Hardly more than a word is necessary, after the examples which have been given, about the punctuation of the calendar entry. The first paragraph does, however, need some explanation. As I have pointed out elsewhere, the name of the sender or author of the item is the first thing given. If the name is in reverse order, then a comma is needed after the family name, another comma is used after the given name, and this is followed by the place name. This much information forms a calendar unit, and it is closed by a period. The second part of the first paragraph is punctuated in the same way, except that here the name is always given in direct order, thus obviating the need of a comma. Example:

King, Rufus, London. To James Madison, Washington.

If the name of the sender is given in direct order, the first paragraph would be punctuated as follows:

Rufus King, London. To James Madison, Washington.

Only one other point needs to be made. In none of the abbreviations used in the concluding paragraphs is the period followed by a comma. Example:

D.S. 1 p. 31cm. x 19cm.

NAMES OF PRINCIPALS

Two traditions have persisted in regard to the order of the first name in the entry. It may be given in direct or reverse order, i. e., John

Smith or Smith, John. There is nothing wrong in either method, and, if the calendarer has strong feelings either way, he should permit himself to be swayed by these feelings. Certainly this writer does not wish to urge uniformity simply for the sake of uniformity; however, long experience has indicated that there are certain advantages in the reverse order. It is easier to check the index slips with the original, since the index is, of course, always in reverse order. It is easier in referring from the index to the entries to find the name if it is in reverse order. It makes a more orderly printed page if the last names, which are, of course, the ones most sought after, begin all in line. There is some money to be saved in printing, because if the name is reversed it is necessary to print only the last name in larger or boldface type. Finally, if the calendar never gets beyond the card or slip stage, it may be filed easily and used *in situ*, whereas the name in direct order encourages errors in filing and requires a good deal more attention on the part of the calendar user.

The only real disadvantage in using the reverse order is the cost of the comma which is required after the family name. The second name, that is, the name of the person to whom the document is addressed, is usually put in direct order, even when the first name is in reverse order. Another comma and a space are saved in this way, and no violence is done to the normal thought processes of both the calendarer and the searcher.

Example of first name in reverse order:

1804	Pinkney, William, London. To James Monroe, [London].	177
Aug. 10	Account of status of Bank Stock business; he cannot postpone S. of S. 11 voyage longer; encloses statement of amount to be paid out and to whom, when stock is transferred.	
	Encloses 178.	
	A.L.S. 4 pp.	

Example of first name in direct order:

1794	S[amuel] SMITH. To O[tho] H[olland] WILLIAMS, Balti-
Mar. 19	more.
	"A Soldier who calls himself Jonathan Dyer says he lost his leg at Eutaw & that he has lost your discharge"; if Williams remembers anything about it, will he please send Smith a certificate immediately; the man was in the 1st regiment, ———
	Comp'y.
	A.L.S. 1 p. 29 cm. x 20 cm.

913

TITLES

Traditional calendar procedure requires the use of titles with the names of senders and recipients of documents. The wisdom of continuing this practice is questionable. It has rarely been used in the calendars of materials based on the works of a single individual, for example, the Washington papers. In that case, Washington is always known

as George Washington, whether he be sender or recipient, and no matter what his title at the time.

Several difficulties in the use of titles come to mind immediately. There are some men who enjoy more than one of them—the same man may be a physician in private life, and therefore usually addressed as “doctor,” and a Colonel in the Army, the Reserves or the National Guard. In the Colonial period of Maryland History, and for some time thereafter, almost every gentleman enjoyed more than one title. He was at some time in his life—that is, if he were a gentleman and landowner—a justice of the peace and a judge of the county court. It would certainly have been a *faux pas* to address him at any time after the end of his service as anything but “judge.” He was also likely to be a colonel in the local militia if he were over thirty years of age, and a captain if under that. If his papers are calendared and he is addressed by both titles, the faithful calendarer using the title which he finds each time is liable to confuse his readers.

A second difficulty is to be found usually in dealing with the papers of a military man which extend over any length of time. He may appear first as a cornet or a lieutenant and then advance, slowly or rapidly, depending on his military prowess and the quiet or turbulence of the times, through two or three grades in a very few years. The same person, therefore, will have several titles in succession. It is especially awkward to use more than one title for one man because often titles must be used to distinguish between two persons of the same name. The reader, for example, who finds both a Captain and a Colonel John Smith in the same calendar has a right to expect that they are different persons. While this difficulty is more often encountered in dealing with the military hierarchy, it is also present in civilian papers. In the Bank Stock papers at the Hall of Records, which run for some twenty-five years, almost every principal enjoyed at least one change of title.

There really seems to be no good reason to include titles when their use involves so many difficulties. If the cast of characters is relatively limited a key may be provided the reader, as is done in the *Calendar of the Bank Stock Papers*. Otherwise, it will be less a hardship for the reader to supply titles to the restricted number of individuals he is working with than for the calendarer to work them out for him. It is, of course, quite feasible to supply titles in the index.

There are two cases when titles must be used, first, when there are two persons of the same name and handy distinctive titles may be found, and second, when a title is used without a name. The latter case is often found in official documents, as for example: “petition of the Inhabitants of Frederick County to his Excellency the Governor.” There is good reason to believe that the calendarer would be adding to

the usefulness of his work if in such cases he substituted the name of the governor or other official for the title. And he would be helping himself, too, when the time comes to make his index. The researcher interested in a certain individual who, for a few years, was governor of a state, would prefer to have his name in the index rather than to look up every reference under "Governor." If the calendarer is not willing to break so completely with traditional forms, he should, at least, insert the name of the governor in the body of the entry so that it will then be sure to appear in the index.

PLACE

After the name of the author of a letter or document, the place of origin should be given. For the most part this is easily determined in the case of letters because the place of writing is included as often as, or oftener than, the date. Documents, if they are of official nature, may or may not record the place, but common sense should give the answer in every instance. For example, a document originating in the Legislature of the State of Maryland should be placed at Annapolis unless it happens to fall within any of the few sessions when the legislature met elsewhere. Usage requires, however, that a supplied place, no matter how obvious, should be enclosed in brackets.

In giving place names the calendarer should not tell all that he knows unless it is necessary to do so. It is startling, for example, to find calendarers saying "London, England." It is obvious that London is in England. But if there should be a letter written from Paris, Texas, then Texas should be added, otherwise it would naturally be assumed that Paris, France was intended.

Some difficulty may be encountered in handling materials which are dated from the home of the writer. In the Bank Stock papers many were found marked "Chesterfield." This proved to be the home of Joseph Hopper Nicholson, and the Calendarer felt obliged to add "Centerville," which was the nearest town. Should there be no town close by, then the name of the county should be used. In English materials the name of the writer's home is often used, and this is usually followed by the name of the county.

If a large proportion of the materials relate to one locality, its name may be omitted if it is made clear that wherever such omission is found this place is to be understood. For example, in the Calendar of the Black Books, Annapolis was omitted. The place to which the material is sent is treated in exactly the same way.

Example of place supplied when name of estate alone is given:

1805	Nicholson, Joseph H., "Chesterfield," Centerville, Maryland.	298
Oct. 12	To Robert Bowie, Annapolis.	Blue Book

After receiving instructions from the Executive about the disposal of the bank stock he immediately wrote to Monroe asking his assistance in London (from the terms of the Act of 1801 it did not seem to have been the expectation of the Legislature that the Agent would himself go to England); he encloses a copy of his instructions to Monroe which he "flatters" himself "will be found to embrace every point that will probably arise in the course of the negotiation."

A.L.S. 3 pp.

II, 152

SYNTAX OF ABSTRACT

Since the abstract is only one of many conventional forms of written expression, it does not seem feasible to study its composition in detail. However, two points will bear emphasis. Its order is fixed, usually not by logic or by esthetic consideration but by the order of the original, and many accepted standards of composition, such as the balancing of clauses and phrases, are violated. It would seem to be more economical to point out the important principles to be observed and to show by example some of the less important qualities and defects of abstracting.

In general, the calendarer is required to treat the subjects discussed in the same order in which they appear. This rule is useful but should not be followed slavishly. Here are some exceptions. A person writing a letter on several subjects is liable to begin writing about one subject, shift to another, and then return to the first. It would be clumsy and wasteful to follow this order in the abstract. Again, the letter may be followed by a postscript, written the next day, modifying a thought expressed in the first paragraph of the body of the letter. There is no good reason for not considering the original thought and the postscript modification in the same sentence.

Usually each thought in the document is expressed in a phrase or a clause of the abstract. Each phrase or clause is separated from the next phrase or clause by a semicolon. If the abstract is short, this conventional scheme is usually a good one to follow; if it is long, however, the procession of phrases and clauses and semicolons becomes awkward. In the latter case the calendarer is advised not to be fearful of unorthodoxy. It may be, for example, that all the thoughts of a long document could be expressed in one conventional periodic sentence much more intelligently and succinctly than by chopping the whole up into phrases or clauses of equal weight, each bearing one thought.

One other point needs to be mentioned. If the item is a copy of another one which has already been abstracted, then it is wasteful to repeat the abstract. All that is necessary is to refer the reader to the entry in which the abstract appears. This is done simply by substituting for the abstract a conventional phrase such as, "Contents same as 109."

A close examination of the following abstracts will discover examples of good and bad calendar composition. Here is the abstract of a letter written November 19, 1839, by V. P. Van Antwerp to Martin Van Buren:

The failure of Watson's newspaper; suggests Thomas Watson for the postoffice; the secretaryship of Iowa; etc.²¹

The calendarer followed the custom of using phrases and clauses indiscriminately and separating them by semicolons. It seems quite awkward in this case and should have been avoided. The calendarer should be sparing in the use of "et cetera," "and so forth" and similar terms. He should avoid it especially in cases like this one where "etc." clearly indicates ideas presumably equal in value to those which have been abstracted. Although the word "suggests" is permissible here, with a little care all such announcements may be avoided. The most common are "writes, suggests, announces, says, replies." Another common fault of this kind which should be avoided is the introduction of an abstract as though it were the title of an essay, for example, "On the troubles in Virginia."

The most serious indictment of this abstract is that two of the three ideas given are not clear. What does Van Antwerp think about the failure of Watson's newspaper? There must be some reason why he should mention it to Van Buren. Is the secretaryship of Iowa to be offered to Watson if he is not accepted in the post office, or is that something which doesn't concern Watson but someone else? These ideas could probably be clarified in the abstract without the use of additional words.

The calendarer of these Van Buren papers was obsessed with the desire for brevity. It is equally as unsatisfactory to forget that reasonable brevity is required in the abstract. An extreme example of this forgetfulness is to be found in the *Calendar of the General Otho Holland Williams Papers*. I cite the abstract of a letter of August 4, 1781, from Nathaniel Ramsey to Williams:²²

Feels as if he had lost something when he quit the army and reconciles himself to the change only by reflecting that he left in the service someone more eager than he was to continue in it; many officers are going at this time direct from Maryland to the [Southern] army; is sending this letter by Mr. [William] Fitzhugh, son of the old Colonel, who seems to have inherited the military and social abilities of the father; young Fitzhugh wants to get into the army and Ramsey thinks it a "great undertaking" that a young man of wealth, sentiment and education must take the very lowest rank, if he can get even that; favors the British system of buying and selling commissions, so that the army can be "kept officerd with Gentlemen"; Mrs. Ramsey sends greetings, and

²¹ *Calendar of the Papers of Martin Van Buren*, Library of Congress, Government Printing Office, Washington, 1910, p. 382.

²² *Op. cit.*, p. 48.

"wishes to know whether you received a Letter which She dispatched to you last Winter from a fair Hand on long Island"; will write often and "inform of what passes here, but believe me I intend it as an Indian Gift."

The unnecessary wordiness of this abstract is obvious. It attempts to do what no abstract was intended to do, namely, to take the place of the original. It is to be praised, however, for its literacy and the uniformity and good sense of the style.

Because there is bound to be an exercise of personal judgment in calendaring, it would be difficult for two people to agree on the perfect abstract. Moreover, really to know how well a calendarer had done his work would require close study of the original along with the abstract. Therefore, in the effort to submit what I consider to be an acceptable model I was forced to choose the abstract of a document which would be available in print. The example given here below is taken from the *Calendar of the Black Books*. It is the condensation of a ten-page letter written February 29, 1756, by General William Shirley to Robert Hunter Morris.²³ The text is printed in full in *Archives of Maryland* XXXI, 106-111.

Acknowledges his letter of Feb. 16 enclosing a protest of the Assembly against enlistment of indentured servants; formerly forbade enlisting indentured servants but since quotas cannot be filled otherwise, it is now necessary to do so; writer is convinced of the King's right to such recruits; cites examples of enlistment of indentured servants from other Provinces; the French menace is too pressing to allow for long debates; all indentured servants who are willing must serve or be replaced by substitutes; specific grievances to be remedied through usual appeals to the Crown.

LENGTH OF DOCUMENT

The length of the document is usually expressed in pages or folios (the terms are identical in modern usage), and the usual abbreviations are used, as, 1 p., 3 pp., 1 f., 3 ff. The purpose of this convention is to give some idea of the extent of the material. It serves this purpose but poorly. It is hard to know why Ford was in favor of continuing this custom when he saw little value in giving the size of the page itself, another of the devices employed to give the reader an idea of the quantity of the original. His point, that it gives the reader an opportunity to know how condensed the calendar entry is, does not hold water, for there is no accepted method of describing the size of the handwriting, the width of the margins, the interlinear spacing, etc.

However, there is a special modern reason for giving the number of pages which did not exist when Ford was writing—the scholar who wants a copy of the original will get it today, almost without exception,

²³ *Op. cit.*, no. 873.

either in photostat or microfilm form, and the number of pages is important in photography. The number of pages will not, of course, determine the exact cost of a copy because a good deal depends on the camera, the amount of reduction possible and other factors, but it will give a useful approximation.

Collections to be calendared may contain account books, diaries and other documents of unusual length. It is almost hopeless to think of calendaring such items in detail, but a single general entry must be devoted to each volume, and the total number of pages is then, of course, more than normally useful.

A letter book may be calendared as though it were a series of letters, and, in that case, it is recommended that the method for giving the number of pages used in the *Calendar of the American Fur Company's Papers*²⁴ be adopted. The symbol "L.B.C." is used there, followed by numerals indicating the volume and page numbers; for example, number 3431 is marked "6:90-97" and is, therefore, to be found in volume 6 and on pages 90 to 97. The length of the whole work furnished by a general entry is especially valuable in the case of a letter book, for the total length arrived at by adding up all the entries might be quite false if the author was in the habit of beginning a new letter where the last one ended. He might easily get two or three on a single page.

The calendarer is by custom required to give the number of pages in whole numbers only. If a document covers one full page and one line on the next page, it is considered to be two pages in length.

SIZE OF PAGE

Another one of the conventions of calendaring which has resisted all efforts to dislodge it is measuring the document itself. The custom probably comes from the first descriptions of parchments when size had something to do with value and when it also had more to do with the quantity of the content than it does at present. But calendarers have no interest in the money value of their materials, and the size of handwriting and its spacing have varied so enormously since the very earliest days of American documents that the extent of the materials cannot be determined by the outside measurement of the page. Perhaps a count of lines or even of words would be preferable.

Again, because in an earlier period of scholarship when the interest in those documents which were calendared was more universal than national, it has been customary to measure materials by the metric system. This has grave disadvantages for the American or English

²⁴ *Annual Report of the American Historical Association for the Year 1944*, Government Printing Office, Washington, 1945. Vols. II and III.

scholar, and there are not many others who might be interested in American materials. What American student, for example, reading a calendar and finding that a certain document measures twenty centimeters by forty centimeters has any idea of its size? There are few enough who can visualize the size of a document when it is given in inches.

There are some scholars of the old school who still describe the size of a document by using terms now almost altogether associated with book publishing, namely, "octavo, folio," etc. But these terms never were, and are not now, exact; they require too many close decisions to be made by the calendarer and too many guesses on the part of the reader.

If any system of measuring is required, no doubt the English system is best because it means something to the reader, and it can be employed by a reasonably intelligent worker. Its special handicap is that it requires so much use of fractions which are awkward to handle, all the way from the measuring rod through the last page proof.

Pages are measured height first and then width. This is done simply by laying the document on a flat surface and measuring with a rigid rule, preferably a thin one. If the measurements are taken in the metric system the usual abbreviations are used, 14 cm. x 19 cm. Do not measure in millimeters or in meters. If the measurements are to be given in the English system use only inches and indicate inches by the usual symbol, 14" x 19".

NAMES OF INDIVIDUALS

In dealing with materials which will have genealogical interest, special attention should be given to the handling of the names in the document. Let us take, for example, a petition of the inhabitants of Somerset County to the Governor of Maryland asking that a member of their community be released from debtors' prison. A calendarer might abstract very simply: "petition from the inhabitants of Somerset County to the Governor *in re* the release of a fellow citizen from debtors' gaol." He might give the name of the governor or that of the unfortunate prisoner, or both, but he would not normally give the names of all the signers, which might run into the hundreds.

But for the genealogist these names are of great importance, and in calendars destined for his use these names should be given. It was our thought at the Maryland Hall of Records that including all these names in the abstract would make the entry awkward and waste the time of the reader who would have no interest in them. We, therefore, adopted the device, in the *Calendar of the Black Books*, of listing such names in a separate paragraph at the end of the conventional entry. This

procedure was especially useful in preparing the index, and it made available the names of many inhabitants of early Maryland, who otherwise did not appear in the records usually consulted by genealogists.

It is possible to omit all names from the calendar entry except those of the principals, relegating the rest to the index. In some cases this would mean a great saving of space, time, and effort, especially if there are many petitions in the series being calendared.

But the profit should be evaluated carefully. Omitting the names from the calendar entry would mean that the index would probably have to be made from the original materials rather than from the slips. The student who finds a name which he is seeking in the index is likely to be baffled when he does not find it in the entry to which he has been referred; and, if there are two or more acts or ideas given in the abstract, he cannot be sure in which one his man has been involved. Another disadvantage is that in certain kinds of calendars, especially those containing materials devoted to the development of a single problem, the calendar entries must be read in sequence, and, if the rôle of a single individual is sought, it becomes awkward to refer continually to the index in order to determine whether the person in question was active in, or absent from, any given phase of the developing action.

PREVIOUS PRINTING

With one exception, every calendaring manual insists that the reader should be informed if the item has previously been printed. The exception is the HRS manual, which cautiously suggests that the calendarer limit his efforts to determine previous printing to questioning the custodian and supervisor. Two advantages should derive from noting previous printing: the calendarer is benefited because presumably he is able to calendar in less detail if the item has been previously printed, and the student is benefited because he then need not rely on the calendar abstract at all but can use the full printed text.

The disadvantages are equally as obvious. If you are not an untrained worker, as were most of the HRS calendarers, you do not have a supervisor whom you may question, and there is no reason to believe that the custodian will know as much as you do about the history of any single document. And if, as it sometimes happens, you are custodian, supervisor, and calendarer at once, you are thrown on your own resources, willy-nilly.

Is it possible to know for certain whether a document has been printed? Not always. Some types of materials would indicate certain obvious places in which a search should be made. A Lincoln paper might send one to Beveridge, or to Nicolay and Hay, for example, but the

results might be altogether negative. Should the search be continued through other works on Lincoln? Or suppose that the material was found printed only in part or incorrectly. The note in the calendar would honestly have to chronicle the results of the search and the calendarer would evolve into a critical bibliographer. Of course, in practice, calendarers must set limits to their search. The two calendars prepared at the Hall of Records noted only those materials which had been previously printed in the *Maryland Archives* or in the *Maryland Historical Magazine*. Even this very limited search proved to be a tedious chore, and its value was little because it presupposed a careful reading of the introduction to the calendar in which the limits of the search were justified.

Another problem presents itself in this regard. Should it be noted that a certain item has been previously calendared or listed? Presumably there will be less value to the abstract in the list than in the calendar, so that finding a listing and noting it would be wasteful, and since theoretically, at least, a previous calendaring would be no more useful than the one in preparation, the search for it may be dispensed with.

Therefore, we must conclude that because the search for a previous printing, listing or calendaring is time-consuming, expensive and unsure, and because its benefits are doubtful, it should be discontinued altogether in the preparation of calendars. Of course, this is not intended to justify the calendaring of collections which have already been made available in whole or in considerable part—and by any conventional method—to the scholarly world.

Note: In the rules laid down by the Master of the Rolls number 10 provides that a reference should be given where the document has been printed. How difficult this rule is to follow is illustrated by examples from the various calendars issued by the Public Record Office (*First Report of the Royal Commission on Public Records*, Vol. I, page 102).

ENCLOSURES

An enclosure is always treated as a separate item in the calendar. There is very good reason for this practice. An enclosure is usually a separate entity containing one or more subjects which may or may not be related to the subject or subjects of the enclosing document. Moreover, since it has separate pagination and must be described as to form, signature, etc., it would be technically difficult to treat the enclosure and the enclosing item as one. It should be noted, too, that the enclosure is rarely of the same date as the enclosing item, and to treat them together would impair the chronological arrangement of the calendar. Finally, should a letter contain more than one enclosure, or

should the single enclosure itself contain an enclosure—examples of all these are to be found in the *Calendar of the Bank Stock Papers*—the calendarer would be hard put to compress the mechanical details into one entry.

It goes without saying that once the enclosure is treated as a separate entry, it is placed in its proper chronological position in the calendar. However, care should be taken clearly to record this mechanically necessary but logically doubtful divorce. A notation should be made on the entry for the enclosure, such as, "Enclosed in No. 435" and on the entry for the enclosing item, "Encloses No. 42." If it is not possible to number the items as the calendar progresses—and this is the case where a final chronological arrangement must await the completion of all the abstracts—then some temporary device should be used to indicate the relationship.

If enclosures were simply enclosed entities physically separated from the parent document, their handling would be relatively simple. In practice, however, one may find many complications. For example, in the Bank Stock Papers this simple relationship of enclosure to enclosing item had long since disappeared under the hands of "arrangers." The only true enclosures which remained were those which had been transcribed on the enclosing document itself. For instance, Samuel Chase in writing to William Pinkney, who was then abroad, copied at the end of his letter a recent communication he had received from the Governor of Maryland. The purpose in doing this was twofold: he could then keep the original for his own files—and this would appeal to a lawyer who was always suing and being sued—and there was more certainty that the copy, in being firmly attached, would not be lost in transit. One difficulty in calendaring such enclosures is that they usually are not numbered or otherwise distinguished from the parent document. In that case, they must be numbered by the calendarer, who should reserve a system of modified numbers for this purpose, examples: No. 142(a) or No. 142 (1). The calendarer who has the freedom to arrange his materials before calendaring will come to an impasse in dealing with this type of enclosure. It would be well to set up other terms to distinguish this type of enclosures from the normal kind, but none have been suggested up to now.

An enclosure within an enclosure is not really difficult to handle; it is only a psychological hazard. The parent item must show that it encloses both the enclosure and the enclosure within the enclosure; for example, No. 142 "Encloses Nos. 25 and 34" (remember the enclosures will always be of an earlier date than the parent item). It will be noted also that No. 34 is "Enclosed in No. 142 and Encloses No. 25." In describing No. 25 it is necessary only to say that it is "Enclosed in

No. 34." In describing No. 142 it might be possible to list the first enclosure first, that is, "Encloses Nos. 34 and 25," but since the normal procedure is to list enclosures in numerical order it does not seem worthwhile to vary the rule in this case in return for the small benefit that might be derived therefrom.

As soon as the calendarer has worked out the proper chronological relationship between the enclosure and the enclosing item, and described it properly, he has overcome his special problem; the actual calendaring of the enclosure is from that point on exactly the same as any other item.

Example of enclosing entry and enclosure where the enclosure is found as a copy following the letter:

- | | | |
|---------|---|---------------------|
| 1797 | King, Rufus, London. To [Timothy Pickering], Washington. | 55 |
| Apr. 13 | Agrees with Maryland's claim; feels that much prudence and circumspection will be needed to bring the case to a favorable conclusion; believes that "it is in a favorable course"; Chancellor will dismiss Bills in his Court because "of a defect of Jurisdiction"; has written to the Secretary for Foreign Affairs stating the claim and also the allegation that a counter claim exists on the supposition of his Majesty's <i>right to this property</i> and concluding with the request that funds be transferred by the Accountant General of the Court of Chancery to him for the use of the State of Maryland; he does not feel this request will fail but fears it will be on condition that Russell be paid; he will resist this claim but if it is insisted on he will wait for instructions. | Blue Book II, 173 |
| | Extract. | |
| | Encloses 59, 60, 61, 62. | |
| | L. 2 pp. | |
| 1797 | Rose, ———, London. To Rufus King, London. | 60 |
| June 24 | "Mrs. Ann Russell, widow of the late James Russell of Maryland, received as a compensation for the losses of her husband as an American Loyalist, the sum of Ten Thousand five Hundred and Sixty pounds." | Blue Book II, 173-D |
| | Copy. | |
| | Enclosed in 55. | |
| | L. 1 p. | |

PREPARATION OF INDEX

Index references should be made to the numbered calendar entry and not to the page. This system has important advantages. A page of a calendar is by its nature bound to be cluttered with names and subjects, so cluttered that a reference from the index may be difficult to find. Moreover, since the calendar entry must be numbered in any case, it seems wasteful not to give the searcher the extra help of referring him to what is usually a smaller unit than a page. As a matter of fact, almost all calendars follow this method, but some exceptions exist, for example, the *Calendar of Kent County Delaware Probate Records*

1680-1800, compiled by Leon deValinger, Jr., and published by the Public Archives Commission of the State of Delaware. An index with references to the entry would be especially advantageous in a calendar of probate materials because such materials are replete with names. An example will illustrate the difference in the two methods. The index in Dr. deValinger's calendar indicates the existence of the name Brinkley Morris on page 373. This page contains nine complete entries. Each of these entries is headed by the name of the decedent in large boldface, and, if Morris happened to be one of them, the search would soon be over. Unfortunately, he was not a testator, and another search must be begun from the top of the page. As a matter of fact, Morris is to be found in the ninth entry, perhaps the fiftieth proper name on the page.

The reply of indexers-to-the-page is that indexing to the entry is more convenient only if you know in advance on what page the entry is printed, and there is weight to their objection. Ideally, one could overcome all objection by indexing to both page and entry and this is sometimes done, but it is time-consuming. If the calendar is relatively short, a moment's leafing of the book will locate the entry, but, if it is long, it may be worthwhile to print inclusive entry numbers at the top of the page. This procedure was followed in the preparation of the later Historical Records Survey guides to County Records (for example, *Inventory of the County and Town Archives of Maryland No. 2, Anne Arundel County*), and there is no reason why this method should not be followed in very large calendars.

A minor advantage in indexing to the entry is that once the entries have been arranged and numbered, the index may be prepared immediately. Otherwise, it is necessary to wait for page proof. Waiting has several disadvantages. In the first place, an index to page proof is always done under pressure. Second, the length of the index is presumably unknown when bids for printing are asked, and this may be an important matter when a public institution is sponsoring the project. Finally, it may well be as long as a year between the preparation of the entries and the receipt of page proof. In that time it is quite possible to forget the significance of certain names, to lose the thread of developing ideas, hence to make a less valuable index.²⁵

In order to take advantage of the thorough knowledge of the materials which is required for the preparation of a good index, Fitzgerald

²⁵ Indexing to the page is especially inefficient in calendaring. In straight text there is no practical means of indicating that the name appears twice on a single page; in calendaring, where there may be no continuity of thought, this drawback is serious. In the case of a calendar of wills, where every name mentioned in the original document is indexed, it is possible that an executor at the top of the page may have become at the bottom of the same page a testator. Any mention of the same person in addition to the first one noticed by the reader is almost surely lost.

suggests that "the best method to follow in calendaring is to make the index entries or cross-references at the same time that the calendar entry is written, instead of following the usual book method of leaving the index until the entire work is complete."²⁶ For some types of calendars this is a feasible procedure, but it almost forbids final editing because almost any change in the text will require one or more changes in the index. For calendars of materials on a single subject, as, for example, *The Calendar of the Bank Stock Papers*, the Fitzgerald system is impractical because the calendarer is not likely to know the subject well enough to make a satisfactory index before he is all done with his abstracts. It is also an inconvenient method when the materials cannot first be arranged in chronological order. While it is possible to index unarranged materials by assigning temporary numbers to the entries, it is most impractical.

There has been some argument in favor of making the index not from the slips but from the documents themselves. The advantages are slight: names and topics have less chance of being garbled or misunderstood, since they are to be found in a full rather than a condensed text, and misspellings are less likely to occur. The disadvantages, however, far outweigh the advantages: the entry may or may not contain all the names and ideas in the document, and references to pages or entries must necessarily be postponed.²⁷

²⁶ *Op. cit.*, p. 30.

²⁷ For the mechanical details of the index, see Bertha Josephson, "Indexing," *AMERICAN ARCHIVIST*, X, 133-150, or Martha Thorpe Wheeler, *Indexing: principles, rules and examples*, Bulletin No. 50, New York State Library, New York, 1923.

The Present State of Czechoslovak Archives¹

By J. V. POLISENSKÝ

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THE changes brought about by the war and the six years of occupation affected both the archives in Czechoslovakia and their administration to the same extent. Air-raids and war-time destruction hardly inflicted more damage on the documentary material than did the violent actions of the Germans. It was a quiet yet a hard struggle the directors of Czech archives had to take up in order to save the matchless historical documents and monuments.

There were ups and downs in this struggle which was waged at first by a few isolated individuals and later on by a secret group of archivists. In the spring of 1945, when the danger was at its height, there was already an active body of archive experts. On the 4th of May 1945 they set up an archives department with the Czech National Council, which a few days later became the provisional Government of the Republic. In this way the archives department has become a State institution, and a permanent Secretariat for Historical and Artistic Monuments was set up. The task of the Secretariat was to see to it that the archives, registries, and correspondence of Czech and German offices, institutions, organizations and individuals, were kept in safety.

The care bestowed upon these muniments was very important, as the archives had suffered much even before 1945. None of the important archives was administered by a Czech during the occupation. The leading archivists were among the first victims of the terrorism which took a heavy toll of the workers in this field. Among them were Professor B. Mendl, director of the State Historical Institute in Prague, and Dr. B. Jenšovský, director of the Archives of Bohemia. A number of others, with the Nestor of the organization of Czech archives, Dr. Fr. Macháček of Plzeň, at their head, were dragged through prisons and concentration camps.

Material losses were also heavy. The Germans made a point of disturbing the organization of archives in Bohemia and Moravia. They in-

¹ Reprinted by permission of the author from *Bulletin* of the Institute for Historical Research, London University, May-November 1946; issued October 1947.

tended to establish a "Gauarchiv" in Liberec for the territories separated from the Republic in 1938, and chose at random the necessary material from archives at Prague and elsewhere. Other documents were sent directly to Germany, either "on loan" to German institutions or under the pretext that they had to be protected from air-raids. Risking their personal freedom and safety, the employees in the chief archives photographed most of the documents that had to be sent to Germany, or they hid them so well that they could not be found by the Germans.

As the Czech archivists had done their utmost to protect the documents in their care from air-raids, damage done by German interference was far greater than that caused by allied raids. The archives of the chief Government departments, especially those of the Ministry of Foreign Affairs and the Ministry of National Defence, those of the Army and the forbidden organization (*i.e.*, Sokol), were dispersed and partly destroyed. The Schwarzenberg Archives were transferred from Třeboň in Southern Bohemia to Krumlov, which was occupied by the Germans in 1938. The archives of the family of the Czechoslovak ambassador in London, Lobkowitz, were only saved by removal to Prague. The libraries and archives of the Slovany monastery in Prague were despoiled of all their treasures before the American air-raid turned the monastery into ashes. Fortunately, there was no unity of procedure among the German citizens of Bohemia and Moravia and the more "one-idea" Germans, who were trying to prove that "for hundreds of years Bohemia had been a part of the Reich."

As soon as the affairs of state came into the hands of the new Czechoslovak Government, the Department of Archives became one of the departments of the National Committee of Bohemia in Prague. Similar departments were established with the National Committee of Moravia in Brno, and the National Council of Slovakia in Bratislava. In the summer of 1945 members of the departments inspected and put into safe-keeping hundreds of records, some of them virtually saved from destruction, particularly in the border regions where the American and Russian armies of Liberation were frequently at a loss to distinguish the spoils of war from the property of the State. In the autumn of that year the safe-keeping of most archives had been secured. The members of the Prague Department, headed by Professor V. Vojtišek and Dr. J. Charvát laid down the two principles for the future organization of Czechoslovak archives: (1) the decentralization of the administration of archives corresponding to the decentralization of the administration of the liberated State, and (2) the establishment of a concentrated system of archives for individual regions, zones, districts and corporations. A National Council of Archives, as the supreme or-

gan of archivists for the whole area of the Republic, has been set up by the Ministry of Education, as proposed by the Department of Archives. An Archives Bill providing for the safe-keeping of documentary material and expert schooling of archivists and assistant staffs has already been drafted by this Council, and will be presented to Parliament. The Council is likewise responsible for the re-opening of the State School for Archivists. After a break of several years, a three-year course, the tenth since its foundation, was started last year.

All archivists, qualified and unqualified, are members of the Society of Archivists, which promises to become a focus of archivistic activities.

At present, Czechoslovak archives may be classified in the following categories: archives of ministries and other government offices, archives of self-governing regions, zones, districts and towns, and archives of churches.

The archives of the Ministry of the Interior in Prague, apart from containing records of the Ministry itself, are virtually the archives of the State, embodying documentary material of the former Austrian Governor of Bohemia and also some of the records of central authorities in Vienna transferred to Czechoslovakia by Austria after 1918. From other archives of the same category, the records of the Ministry of Foreign Affairs, where Dr. Opočenský is archivist, of the Ministry of Agriculture, of the Ministry of National Defence, of the Ministry of Transport which has unique documents illustrating the development of railways, are of paramount importance.

The Museum of National Resistance with its documents and objects commemorating the first struggle for Czechoslovak independence in 1914-18 will be enriched by documentary material illustrating the resistance of the Czechoslovak people, both at home and abroad, in the years 1939-45. In the future it will hold comprehensive military archives as well.

Among the records of the country, the Archives of Bohemia occupy an exceptional position, as they contain the collections of the Archives of the Crown of the mediaeval Kingdom of Bohemia. Fortunately they have remained untouched. The Archives of Bohemia take protective care at present of all the unofficial archives in Bohemia. The same applies to the Archives of Moravia in Brno, those of Silesia in Opava and of Slovakia in Bratislava. A network of local archives is being set up by completion and concentration of feudal records, which until 1945 had been mostly without competent supervision and were not easily accessible, as they belonged to a gentry of foreign origin.

Municipal archives receive much more attention now than hitherto. The most important among them, the archives of the City of Prague,

have suffered badly. On the 8th of May 1945, they were destroyed by the Germans at the very close of the struggle for Prague, when the time-honoured Old Town Hall was bombed and set on fire. The library and the index of the archives were destroyed; only that part of the collections which was transferred to the country has been preserved. Professor V. Vojtíšek has undertaken the rebuilding of the archives in the Clam-Gallas Palace of Prague. These are the only archives not to be found in their original pre-war building. The archives of the Charles University suffered badly, as their most valuable documents and University insignia were taken by the Germans and sent to Germany. Up to the present they have not been found. The archives are now again in the building of the Faculty of Law in Prague V.

Research workers coming from abroad to Prague may also miss the Russian Emigrés Collections. The archives, containing especially valuable documents relating to the Russian Revolution and the Civil War, have been returned to Moscow. The important Russian Library, however, has remained in Prague. It contains probably the most important source of information about the early days of the Soviet Union to be found outside Russia.

Students of Czechoslovak-British relations will find these records unimpaired. Noteworthy here are the Archives of the Crown, kept in the Archives of Bohemia in Prague IV, containing mediaeval documents, the Archives of the Ministry of the Interior, the documents dating from the Hapsburg rule in Bohemia, in Prague III, Valdštejnská, and the Metropolitan Archives in Prague III for Church history. British documents are to be found in the National and University Library in Prague I, Klementinum, and the National Museum Library in Prague II, Václavské náměstí.

All these institutions are already accessible to all students. Czechoslovak archivists have carried out their task, i.e. the saving of the muniments entrusted to their care. They are now setting about the other task, which is the organization of the archives in the whole territory of Czechoslovakia and the opening of the archives hitherto inaccessible.

The Archival Profession in Eclipse

By IRVING P. SCHILLER

Archives Section, United Nations

THIS is an essay in de-emphasis, an attempt to show that the archival profession is moving away from fundamental objectives because of the excessive influence of the management specialists who have become increasingly involved in records work, particularly since World War II. An analysis of the development of archival techniques during the course of the last few decades discloses first, an imperfect knowledge of the applicability of modern office methods, and then in recent years a disproportionate emphasis on management activity, to the exclusion of the pursuits that ultimately justify the archivist as a member of a true profession. Perhaps no calling in twentieth century America can grow and flourish in the rare atmosphere of dedicated idealism; but surely, commercialization, automatism, and rigid standardization will turn the professional man out into the market place. That is not to say that practical benefits (they are considerable, to be sure) should be scorned. Rather it is intended simply to recall that the archivist has along with his obligation to save money for his institution, an intellectual mission of at least equal importance.

Since American participation in the International Congress of Archivists and Librarians, held in Brussels in 1910, the dominant tendency had been one of looking across the Atlantic to Europe for guidance in developing the profession in America. A prospectus for a central archives in the United States prepared more than thirty years ago by Waldo Leland pointed out that in planning the actual structure "we should not fail to seek suggestions from European models, notably those already erected or for which plans have been drawn at the Hague, Rotterdam, Brussels, Antwerp, Magdeburg, Breslau, Berlin, Dresden, or Vienna."¹

Among the first eleven staff information circulars of the National Archives, there is evidence showing how much general European precedent in the handling of old records interested the young professional body of American archivists. Archival training in Prussia, a report on an inspection tour of German, Austrian and Swiss Archives, European

¹ W. G. Leland, *The National Archives*, 63rd Congress, 3rd Session, Doc. 717, Government Printing Office, 1915; originally prepared and published, 1912.

archival practices in arranging records, scheduling internal work in the Polish archives, the role of records in German administration were some of the subjects covered in these circulars.

It is true, of course, that the American archivist does not contend with ancient and medieval records. The United States is a relatively youthful nation and some modifications of the standard European practice were indicated from the beginning. As the first Archivist of the United States wrote, "European archives have accumulated over many centuries and have long been the objects of study and care. To a considerable degree, the principles and practices evolved for their preservation and administration have resulted, therefore, from the handling of old records; and, as a consequence are not always applicable to the masses of modern records with which American archivists have to deal."²

Public agencies in the United States not only did not have a well-established archival tradition but also failed to set up registry offices which in Europe functioned as administrative centers for current records. The lack of a coordinated program for the control of current files was a basic factor forcing the American archivist into the field of current records administration. One authority stated, "The existence of registry offices in European countries had made it unnecessary for archives agencies to enter the field of current records management and . . . if the United States had such offices perhaps there would be no need for American archivists to enter the field either."³

Necessary adaptations were made gradually until by 1941 the foundation for a peculiarly American archival profession had been established. American nomenclature, a few specialized courses offered in the universities, the experience of historical societies and state archives, experiments in the handling of corporate records, a constantly growing group of trainees coming into the field, an accumulation of professional literature—all these developments attest to the new profession emerging as a synthesis of the best old and new processes, European and American. "A new learned profession—that of archivist—had come to be recognized and was rapidly developing its methods and techniques."⁴

Meanwhile the full implications of the masses of modern records were becoming apparent particularly in the National Archives. Federal records antedating the First World War had been accumulated under

² R. D. W. Connor, foreword to Muller, Feith, and Fruin, *Manual for the Arrangement and Description of Archives*, translated by A. H. Leavitt, H. W. Wilson Co., N.Y., 1940, p. 5.

³ Minutes of Meeting of Open Conference on Administration, National Archives, 23 April 1945; quotation from the remarks of T. R. Schellenberg.

⁴ W. G. Leland, remarks at Records Conference, sponsored by the Committee on War Studies, Social Science Research Council, Hotel Statler, March 24, 1945, p. 4.

one roof by 1946. Thus, the initial program for the concentration of the older records of the Federal Government had been brought "substantially to completion."⁵ But the accumulation of New Deal and Second World War records had not been anticipated. The thought during the planning stage of the early 1930's had been that once the neglected backlog had been put in order it would be reasonably easy to keep abreast of the current records rush. However, the records problem in physical sense did not disappear.

Americans are proverbially ingenious and adaptable. A new departure was indicated. The archivist turned to the office management experts for salvation. The program began rather cautiously under the name of records administration. Implicit in the expression is a broad but intensive project for the management of current records so that the historically valuable documents can be earmarked for permanent preservation and the ephemeral material can be destroyed as soon as its immediate purpose is served. This eliminates the necessity of expensive winnowing and appraisal after transfer to the archival depository.

"For five years the National Archives has urged the adoption by Federal agencies of programs embodying these aims and has furnished information and assistance toward this end. At first, there were few who could see the advantages of such action. When early in the war such important agencies as the War and Navy Departments took the time and money to establish large scale records administration offices and demonstrated that twentieth-century, rather than early nineteenth-century methods of records management paid, the way of the National Archives was considerably smoothed. Before that, our evangelism was somewhat suspect; the gospel was all right for us, some seemed to feel, but they themselves did not stand in the need of grace."⁶

The war provided a new impetus to the current records administration trend, as the above citation implies. Literature on the subject poured forth in a veritable torrent. Articles, brochures, pamphlets describing microfilm projects, standardized filing practices, records destruction programs and a host of related subjects have become legion. Slowly and surely the management approach is cutting the records problem down to size.

"Well, then," it may well be asked, "what is the purpose of this discussion? Why disparage the role of the management specialist who has made it possible to cope with what was well nigh an impossible task?" The answer is in the heavy price paid for an immediate tangible advantage. Among American archivists the cost has been the abandon-

⁵ *Twelfth Annual Report of the Archivist of the United States*, p. 5; referred to below as 12th Annual Report.

⁶ *12th Annual Report*, p. 8.

ment of the tradition of scholarship and research, desertion of historiography, and renunciation of a broad intellectual comprehension of the records, particularly an understanding of how they relate to the world of reality beyond the walls of the repository. The professional archivist is atrophying. At one time, he was coming to be recognized, on a coequal status, as the research partner of the historian, the economist, the administrator and the scientist. It was considered of primary importance that the archivist should be able to render his documents, however complex and specialized, available and usable. Now it appears to be sufficient to house the records safely, to mechanize reference service on the documents, and to keep storage and maintenance costs down to a minimum by means of wholesale records destruction.

The Denver & Rio Grande Western Railroad Company's program is a case in point. Before the present supervisor of records was appointed, we are told, "an archivist was temporarily appointed to make a survey of the oldest railroad archives. Those of greatest value were preserved and are now housed at the state museum."⁷ This step seems to be inconsistent with the best archival practice. It would appear to have been much more desirable to have kept all the railroad records intact and for the records supervisor to have made these valuable historical records available.

The U.S. Navy Department has its collection of historically valuable documents separated from larger groups of records. Another curious example of a dichotomy of archival functions was the establishment of the United States Committee on Records of War Administration under the Bureau of the Budget. The Archivist of the United States served on this committee but final responsibility for the work remained with the director of the Bureau of the Budget. President Roosevelt wrote to the director of the Bureau of the Budget on January 25, 1944 that public officials should account for their work.

"Soon after the war each agency should have ready a good final report that will sum up both what was accomplished and how the job was done. If organizational changes make this impossible, the Bureau of the Budget should see that the report is completed. We should also remember that full records must be preserved for deposit with the National Archives."⁸

In other words, the records should be deposited with the National Archives but no role of adequate significance in using the records had been assigned to the Archives.

There are some who consider archives merely a routine filing matter.

⁷ D. K. Taylor, *The Railroad Runs on Railroad Records*, Denver, Rio Grande & Western Railroad, p. 2.

⁸ *The United States at War*, Committee on Records of War Administration, Bureau of the Budget, Preface, p. IX.

They emphasize particularly the cost of keeping records. Due consideration, one article states, must be given to the cost of maintaining records from the time they become inactive until the date of their destruction. "Proper evaluation of this cost may show that the most economical method is to staff the archives. *This department is merely an extension of the central filing department.* Therefore, it appears that some provision for *continuous clerical handling* would be the most efficient method in an organization of any size."⁹

That's the trend today—an extension of the central files staffed by clerks!

Some will say that this discussion is a rear-guard action doomed to fail. They will admit that the professional archivist has been demoted to a secondary place but that it has been an inevitable development determined in particular by the huge record output of recent years. It might further be argued that if, by some remote chance, the archivist should be restored to professional status, the result would be a reversion to nineteenth-century bungling. However, it is not proposed to scrap modern developments introduced largely by management-conscious administrators. It must be admitted that it would be folly to deny categorically the contributions of a records management program.

Many others have noticed and deplored the trend described in this article and while not condemning a counter-trend as visionary or reactionary, have wondered what can be done specifically and constructively. First of all, better training is necessary. The universities should offer many more courses in archival science and related subjects. Standards for a master's degree in archival science should be adopted by the leading universities. Qualifying requirements to enter upon a career in this field should be raised. An exacting education in history, sociology, public administration, business administration, and other relevant subjects in addition to archives laboratory work should be mandatory before the novitiate is considered eligible to embark on a career.

According to a news item in the *London Sunday Times* of Nov. 16, 1947, a Diploma Course for Archivists has been recently inaugurated at the University of London. The correspondent wrote, "this, indeed, and a similar course at Liverpool, may well mark an epoch; for they introduce a new profession." Apparently, the need for such training in England had become so pressing, that something positive and constructive had to be done. Also, it is a curiously interesting sidelight that the reporter should speak of a "new (archival) profession" in England whose documented history goes back to the days of Julius Caesar. The point

⁹ Ernest A. Davis, "The Destruction of Old Records as a War-time Measure," *Bulletin of the National Association of Cost Accountants*, Vol. XXIII, No. 18, May 15, 1942, p. 1230. Italics supplied.

is that a comparable pressure for better training is being felt today in the United States, and that something along the lines of the new courses at Liverpool and London could be successfully instituted; there is no reason to wait for the records to be covered by the dust of centuries before attempting a scholarly approach.

Secondly, opportunity for advancement and for intellectually challenging work, commensurate with the training and talent demanded, must be presented. Such opportunities are rarely offered today, but they can be. There are innumerable arduous and useful projects dormant and untried in all records collections of any size. These are tasks that require training, intelligence, and imagination rarely found among the clerks who have come to service, on a mechanical basis, the records in most repositories. For example, the Archivist of the United States has admitted that there is a serious problem of organizing and explaining the documentation of the war period in such a way that it can be effectively used. "This is a task that could be accomplished with the normal resources of the National Archives only over a span of decades and far too slowly to permit the fullest use of the records in serving the practical needs of the Government or the people."¹⁰

The above quotation intimates certain budgetary and appropriation problems not germane to this discussion, but the essential task of the professional archivist is well described there. The point is apt. Who is being equipped today to evoke and bring to life the complex facts hidden in a mass of documentation so that each respective enterprise and the public in general may profit from the mistakes and successes of former days? Young people with a talent for records work are not being attracted. They naturally prefer to follow a course that promises greater reward and more prestige.

On June 8, 1945 the National Archives Conference on Administration conducted a panel discussion on the question "Can We Make Greater Use of Non-Professional Personnel in Archives Work?"¹¹ A most revelatory debate ensued. One participant advanced the opinion that as any institution develops, "division of labor becomes feasible and larger numbers of non-professional people must be employed if economy of manpower and money is to be achieved." This thought was countered with the assertion that "the professional approach is definitely worthwhile in archival work." The two points of view were argued at length without reaching complete accord. It was agreed that archival work required "a high degree of expertness of a professional character, particularly where early records of the Government were concerned." Disagreement remained as to how much archival work,

¹⁰ *12th Annual Report*, p. 5.

¹¹ *Minutes of Meeting of Open Conference on Administration, National Archives, June 8, 1945, passim.*

presumably of a routine nature, might be suitably done by non-professional persons.

In this panel discussion the danger of mechanizing archival functions was well expressed by Dr. Paul Lewinson. "Business and industrial efficiency practices" have arbitrarily been applied. Sub-division of labor and assembly line production have deprofessionalized the staff. "There are, of course, gradations in archival work, but all archival workers must have something of an integrated and inclusive outlook over and experience in the materials with which they work; otherwise archival work is not a profession at all." This position was by no means unanimously accepted at the particular meeting in which it was presented and in the two and a half years ensuing, top archives officials have retreated even further from the maintenance of high personnel standards.

The directors of archival repositories who face the problem of organizing and exploiting the documentary resources in their custody should reconsider their system of priorities. Difficult arrangement, description, and research assignments are time-consuming and expensive and they compete with urgent physical and mechanical tasks. But if the professional work is not given a higher priority because of immediate pressures, then the records repository becomes a warehouse for used paper. Indeed, it may well be asked what is the point of seeking and preserving policy records, documents that not only have an obvious legal or administrative use but that have a potential of historical significance.

Posterity is entitled to a full written record of the past. The archivist bears a major responsibility to organize such a record. It is his function to make available the patrimony inherited by the succeeding generations. This generation in turn keeps a record for the future and meanwhile, must make a more concerted effort to explore and profit from its own documentary inheritance. To achieve such a goal more must be done than simply to house our records neatly and answer routine inquiries. The buried truth must be exhumed.

Professor Toynbee has written recently that history is not synonymous with inexorable fate, that it does not necessarily repeat itself. Much depends on how this age is guided by the lessons of the past. History is likened to a navigator's chart "which affords the seafarer who has the intelligence to use it a much greater hope of avoiding shipwreck than when he was sailing blind, because it gives him the means, if he has the skill and courage to use them, of steering a course between charted rocks and reefs."¹² Surely the role of the archivist in Professor Toynbee's picturesque analogy is apparent. Perhaps, after all, the professional archivist can contribute toward the solution of some of the fundamental problems that baffle a bewildered post-war world.

¹² Arnold J. Toynbee, "Does History Repeat Itself," *N.Y. Times Magazine*, Sept. 21, 1947, p. 15.

Archival Buildings

VICTOR GONDOS, JR., Editor

Chairman, Committee on Archival Buildings

PUBLIC RECORDS BUILDING FOR VERMONT

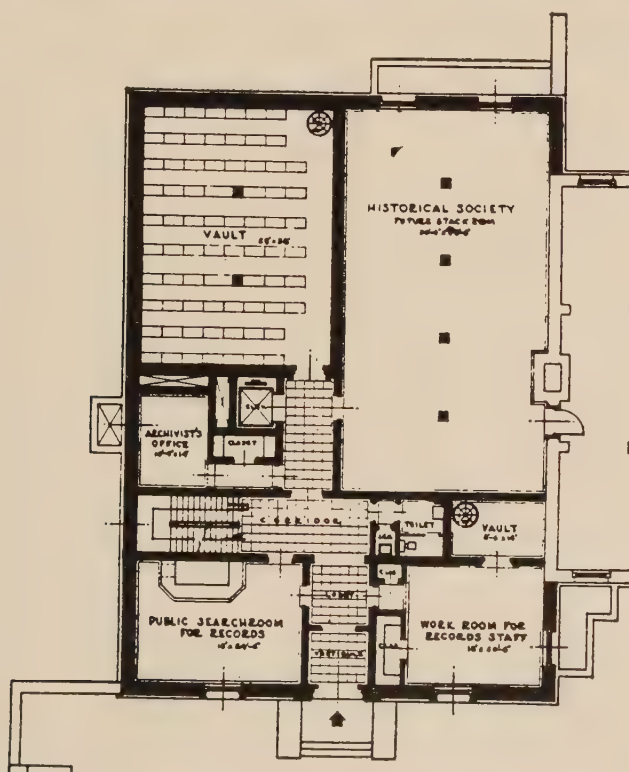
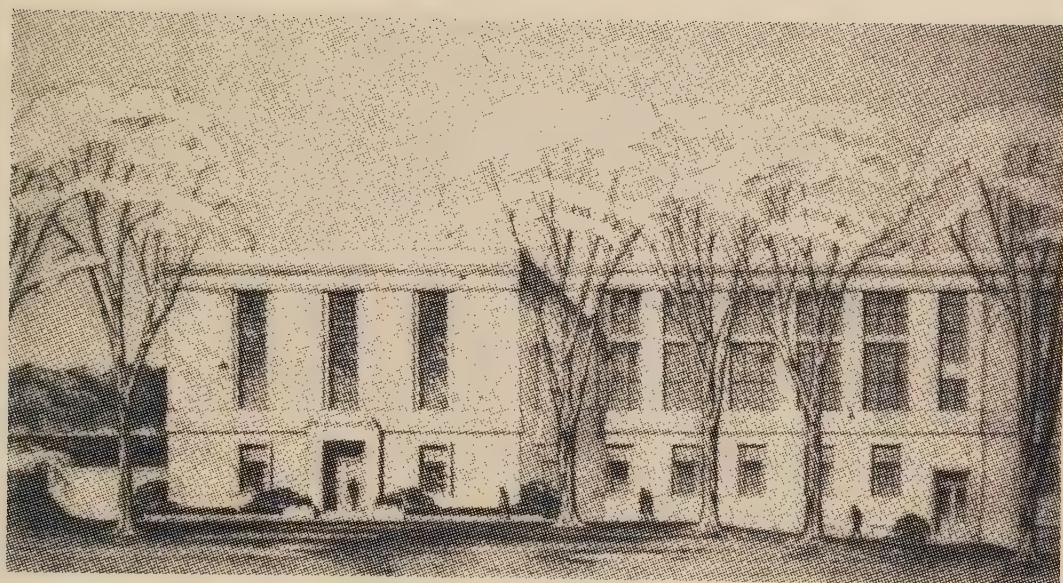
FOR the past four years the Public Records Commission of Vermont has been promoting a project to afford the State Government's inactive permanent records modern archival housing. The fire in August 1945, at the Montpelier Arsenal, which housed certain State records, added impetus to the efforts of the Commission to persuade the Legislature of the need for better and safer records quarters. After considering a proposal to allocate records storage space in the projected new State Office Building the Public Records Commission rejected the idea. The architects were instructed to proceed with plans for a records building annex to the present State Library with a view towards accomplishing the triple objective of adding to the space of the hard-pressed Library, the State Historical Society, and the State Archives. Although plans for an addition were completed, there may be some modifications prior to construction, and figures given here are therefore in the nature of reasonable estimates rather than accomplished facts.

Summary of Building Data

Cost—estimated at \$260,000, for the building without equipment.

Size—the annex will form a rectangular wing at right angles to the present Library Building, approximately 85 ft. long, 60 ft. wide, and 55 ft. in overall height, with a basement, first floor, second floor and second mezzanine, and third floor. The total estimated volume will be some 280,000 cubic feet.

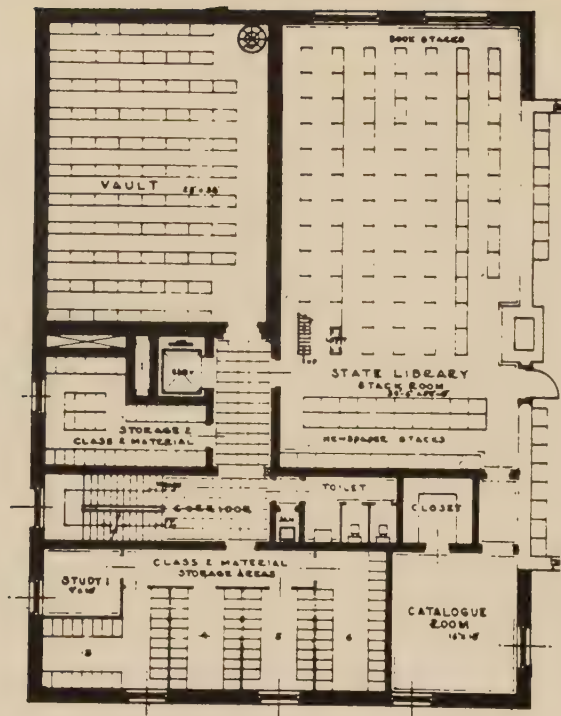
Space Layout—while in the main the annex is to be devoted to archival uses, a part of the stack space on the first floor is allocated to the Vermont Historical Society, and a part of the stack space on the second and third floors is allocated to the State Library. The entire second mezzanine is reserved for records storage. There are also certain interlocking facilities located partly in the old building partly in the new that are to be shared jointly by the three organizations. The loading dock and mechanical equipment room are in the old Library basement, next to the receiving, fumigating, and cleaning rooms in the new annex. While, under the circumstances, this layout appears to be reasonably efficient and economical, and such sharing of mechanical and other facilities is tending to be the rule rather than the exception, from the archival



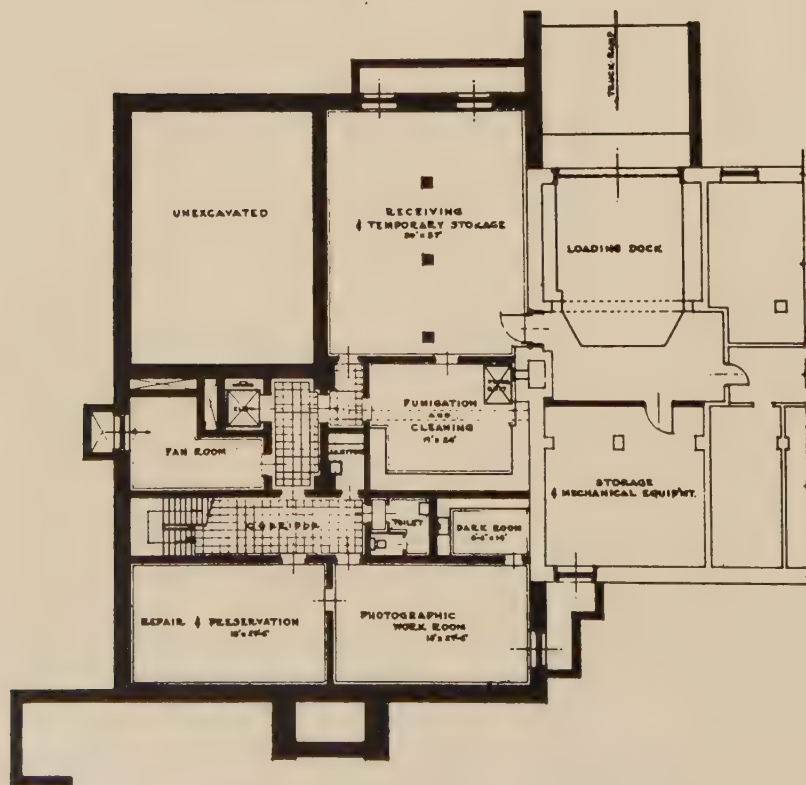
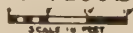
FIRST FLOOR PLAN



PUBLIC RECORDS ANNEX, VERMONT



SECOND FLOOR PLAN



BASEMENT FLOOR PLAN



viewpoint it is a necessitous acceptance of the half-loaf. The structure is fire resistant reinforced concrete slabs and masonry walls with limestone facing. Each floor has an area of some 5100 sq. ft.

Basement Floor—About 20 per cent of this floor will remain unexcavated. The remainder contains the following facilities: receiving and temporary storage room, 1100 sq. ft.; fumigation and cleaning room, 450 sq. ft.; photographic work room, 540 sq. ft.; dark room, 120 sq. ft.; repair and preservation room, 540 sq. ft.; fan room, 220 sq. ft.; toilet, 70 sq. ft.; and the remainder of the space accommodates corridors, stairs, elevator, and janitor's closet. The loading dock, including platform, has an approximate area of 800 sq. ft., located next to the new annex but in the old Library building, which also contains a 500 sq. ft. room for storage and mechanical equipment. The location of the loading dock, with direct access from the dock to the receiving and fumigating areas and the elevator, is an efficient element in the layout of this floor.

First Floor—The public entrance is directly off the ground level into a lobby with a public search room on one side, 440 sq. ft.; there is a staff work room on the other side, 370 sq. ft., with an additional closet space, 40 sq. ft., and an adjoining vault of 120 sq. ft. Across a transverse corridor is the office of the Archivist, 140 sq. ft., with a 30 sq. ft. closet. Adjoining the office and the stack areas is an elevator from the Basement to the Third Floor. The stack area totals slightly more than 50 per cent of the floor area or some 2600 sq. ft., but it is divided into two unequal rooms: a vault stack area for state records, 1100 sq. ft., and a 1500 sq. ft. stack area for the Historical Society. A stair hall, toilet, and janitor's closet complete the requirements for this floor. The complete separation of the public search room from both the Archivist's office and the staff work room may create supervisory difficulties, in view of the small number of personnel contemplated. The direct connection, with a fire door, between the Historical Society stacks in the old and the new structure is, however, a favorable element in the plan.

Second Floor—The stack areas on this floor are the major element of the plan comprising some 3750 sq. ft., divided into several compartments, reflecting the plan layout of the floor below. The corridors, stairs, toilet, and janitor's closet comprise the balance of the floor area, with the exceptions that the Library receives a catalogue room and adjoining closet of 380 sq. ft., and the Archives receives a study carrell of 90 sq. ft. Of the total stack area mentioned above, the Library is allocated 1500 sq. ft., with a connecting fire door to the Library stacks in the old building, and the Archives receives the remainder of approximately 2250 sq. ft. The *Second Mezzanine* is devoted entirely to stack areas.

Third Floor—The distribution of this floor is similar to that of the Second Floor, with the exception that the Archives gains an additional study room of about 150 sq. ft.

HAVE YOU SEEN?

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From the Microphotographer's Mail

By DANIEL F. NOLL

The National Archives

This is the first instalment of what we hope will be a regular feature of THE AMERICAN ARCHIVIST. For want of a better title, it will be called "From the Microphotographer's Mail." Its author, Mr. Daniel F. Noll, is a member of the Photographic Records Division staff of the National Archives. During the war, he developed the system of control over Army microfilming projects and the procedures described in the War Department Technical Manual No. 12-257, *The Microfilming of Records*.

The title of this new feature is derived from the fact that the National Archives receives many serious inquiries from records officers of state, local, and foreign governments, libraries, private businesses, and even from taxpayer' associations. Answering these questions has long placed a burden on the National Archives professional staff, over and above their regular administrative and operating duties. Since these activities are not readily recognizable as a statutory responsibility of the National Archives, the staff member is often faced with the dilemma of writing too brief a reply, neglecting his regular duties, or staying after hours to formulate adequate answers.

The purpose of this feature is to publish the answers to the questions that tend to become "repeaters" and others that seem to be of special interest to archivists. The feature, Mr. Noll says, is undertaken with some trepidation. By calling attention to the fact that members of the National Archives staff have given such technical assistance in the past, it may easily increase the number of requests in the future. It is hoped, however, that publication of these queries and answers will eventually reduce the time presently required to render these courtesy services.

We regret that in subsequent issues this feature will not appear on consecutive pages, but will be scattered throughout each issue as the exigencies of publishing dictate. Mr. Noll is one of those rare contributors who does not object to the use of his material as "fillers." They remind him, he says, of the jokes and cartoons in some contemporary publications which he usually reads before settling down to the more substantial items on the periodical's bill of fare. We hope they lighten, rather than increase, his burden of answering our questions.

THE EDITOR

Question. Our library has a substantial collection of microfilm items, varying in length from 100 ft. rolls of *The New York Times* to short strips of important extract material. Films on standard reader spools present no problem, as there is ample room on the cardboard carton for our library's essential identification. The shorter lengths, however, come to us in envelopes, small canisters, pill boxes, and even wood cores with only a string or rubber band to keep the film from unwinding. The little space available for our call numbers is usually already filled with the producing laboratory's identification numbers that are of little or no use to our catalogers. What method do you recommend for the storage, identification, and cataloging of microfilm items?

Answer. The problems of cataloging microfilms have been discussed extensively in Chapter VI, *Photographic Reproduction For Libraries* by Herman H. Fussler (University of Chicago Press, 1942) and probably elsewhere. The cataloging of microfilm items does not differ materially from that of a book or pamphlet. The major difference is that microfilms are likely to be kept in some one place convenient to the microfilm readers and that the call number is likely to be the accession number, rather than the classification number. Many libraries have abandoned all attempts to classify microfilm acquisitions and to shelve the films adjacent to paper publications in the same subject field. With the exception of open-entry items, each microfilm item is merely assigned the next consecutive number in a series reserved exclusively for microfilm accessions. Although Fussler suggests the possibility of carrying several series, each prefixed by the first two letters of the Library of Congress classification for all libraries, the primary need of the average library is to provide suitable physical conditions for the permanent and orderly storage of the microfilms. Cataloging refinements, it would seem, can come later and they will involve the shelf list or catalog card rather than the film or its container. All that need appear on the container is the microfilm item or accession number.

Nowhere in the literature of this subject, to my knowledge, has mention been made of the advantages of splicing short lengths together for storage on standard 100 ft. reader spools. The item number usually should appear on each unit of film in characters large enough to be read without optical magnification. This number can be written on the film in acetate ink; but an identification "frame," photographically made, is much to be preferred. This frame should also carry some such legend as "This Library's Item Number" to distinguish it from other numbers placed on the film by the producing laboratory. This solution, of course, poses a problem for the library without facilities for splicing the film or making the photographic identification frame. It is quite likely that such libraries will adopt the practice of sending their accumulations of short lengths out for splicing in much the same manner that periodicals are sent to the bindery.

When the spliced films are returned, the numbers of the first and last items on each roll should be indicated on the storage carton. The titles need not be shown, as the searcher will be concerned only with the item number. Some savings can be effected by omitting the item number frame where only one item will be stored on a single spool. The item number on the carton should

be sufficient. Open-entry items, like microfilm copies of *The New York Times*, will carry the same item number throughout. The item number, however, should be repeated on each carton.

The major problem will be the procedure to be followed in the period between accession and splicing of the items for permanent storage. Probably the most satisfactory interim procedure will be to keep each short length temporarily on a separate spool. The item number can be entered in pencil on the storage carton. Where the films are received on wood cores that fit the spindles of a standard microfilm reader, the cores and film can be placed in the standard carton for 100 ft. spools. Under no circumstances, however, should microfilms be kept for any prolonged period of time on cores or in containers where the inside diameter of the film roll is less than 1.25 inches. Such film is likely to acquire a fixed curvature that may result in breaks when used in the microfilm reader, unless the film's flexibility is restored by "conditioning" for several days in an atmosphere of 60 or 70 percent relative humidity.

The above procedure is recommended for reference copies of microfilm. Laboratories will probably prefer to store their master negatives on cores that fit the positive printing machines. Such cores are usually mounted on pegboards that require a considerable amount of space. The disadvantages of the pegboard will be offset by the convenience of being able to place the negatives directly on the printer as orders are received for individual items. This is the method used at the National Archives, University Microfilms, Inc., and other similar laboratories. The problems of the production laboratory, however, should not be confused with the needs of the reference collection. For the average library, it is felt that the splicing of short lengths of film and the storage of all films in the same type of carton that will be used for 100 ft. rolls will go far to eliminate the chaotic conditions frequently observed in library collections of microfilm.

Question. In microfilming our hospital case records, we were told that exposure to a background density of 1.2 would give the best results. Our camera operator was taught to push certain "color buttons" whenever colored papers were encountered. By increasing the intensity of the lights, we understood that the image density of a sheet of green paper would be approximately equal to that of white bond paper. We have done this, but now find that some of the entries on green and cherry red papers, common in our files, are very indistinct or have completely disappeared. The handwriting on our hospital records not only leaves much to be desired, but our doctors and nurses also like to use in their fountain pens inks of many different colors. Thus a single record on green paper will contain entries in blue, red, or green ink. What is the proper background density for legible microphotographs?

Answer. Microphotographic legibility, in my opinion, can rarely be specified in terms of image density. Densities of 1.0 and 1.2 may be satisfactory for the average record; but exceptions will have to be made where the original records present difficult photographic problems, such as green ink on green

paper or red ink on cherry red paper. Green bond paper reflects about 70 percent and cherry red about 50 percent of the light reflected by white bond paper. If all the entries contrasted strongly with the paper, it is likely that exposures could safely be increased to bring all images to a uniform density. It is difficult, however, to train a camera operator to make all these fine distinctions. The safest procedure, I believe, is to select a light intensity or exposure that will record the faintest, most difficult records and to stick to that exposure throughout. This use of a uniform exposure may result in densities of 0.8 or 0.9 for white bond paper and densities as low as 0.6 or 0.7 for the deeper shades of colored papers. Uniform densities are not as important as complete legibility.

Perhaps a satisfactory specification for microphotographs would read somewhat as follows:

The film shall be so exposed and processed that the microphotographic image may be enlarged on standard photographic paper to the full size of the original document without loss of significant record detail.

This specification covers a number of technical details, such as resolving power, fineness of grain, film contrast, and the gamma of film development. If an acceptable print can be made, these technicalities need not be separately specified. No alternate density need be specified for blueprints or negative photostats, where the proper background density would be closer to 0.2 than 1.2. It also covers the blurred or out-of-focus image that might meet the density specification, in spite of the fact that it was completely unreadable. The phrase, "loss of significant record detail," also allows some latitude in matters that are not primarily the concern of the camera operator. For the sake of film economy, for example, redeemed bonds may be photographed at reductions of 35 diameters. As a record of the bonds destroyed all that need be easily legible may be the names of the owners and endorsers, the serial numbers, denominations, and the dates of issuance and redemption. If the fine print on the bond is not completely legible, there may be no objection. The fine print may not be considered "significant record detail."

Question. Could you furnish a table for estimating the number of images per 100 feet of 16 mm microfilm at 19 diameters reduction?

Answer. Whether 16 or 35 mm film is used, the number of images is governed by the image dimension parallel to the film edge plus the width of the space between images. No completely satisfactory table can be furnished, as all computations are based on a degree of perfection rarely attained in practice. The theoretical formula assumes that all images, for example, are perfectly aligned with one side parallel to the film edge, and the other side exactly perpendicular to it. This is rarely the case with hand-fed cameras. Obviously, where the document image is out of perfect alignment, the film required for both the image and the space between images will slightly exceed the theoretical minimum. In the case of flat-bed cameras where the field covered by each exposure is adjusted by the camera operator, the space between images will vary with the care given to this detail by the camera operator.

Even with the rotary or flow type of camera where the film is automatically advanced with each exposure, the space between images will vary with the setting of the control mechanism. Where letter-size documents with only 3000 spaces per roll of film are involved, these minute differences in the space width may not significantly affect the total number of images. Where 8000 or more checks or small index cards are microphotographed on a single 100 foot roll, however, slight variations in the space widths may become important factors. Machines of identical design have been found to vary as much as ten percent in image count, due to slight differences in adjustment of the spacing mechanism. For the rotary or flow cameras, however, a reasonably accurate estimating practice is to add one half inch to the controlling document dimension and compute the number of images from the following formula:

$$\frac{\text{No. of reductions} \times 1200 \text{ inches}}{\text{Inches of document} + 0.5 \text{ inch}} = \text{No. of images per 100 feet}$$

Thus, if files of letters, $8\frac{1}{2} \times 11$ inches, are to be microfilmed at a reduction of 19 diameters, the above formula would be applied in the following manner:

$$\frac{19 \times 1200}{8.5 + 0.5} = \frac{22,800}{9.0} = 2533 \text{ images per 100 feet of film}$$

If experience shows that the actual number of images is consistently more or less than those estimated by this formula, the space allowance of 0.5 inch may be increased or decreased proportionally. Where overhead cameras are used, it may be safer to add one or even one and one half inches to the controlling document dimension.

Question. What is the recommended wording of the Certificates of Authenticity which should appear on every microfilm roll to insure admissibility of the microfilm copies of Government records in evidence?

Answer. There is no prescribed form of certification that will insure the admissibility of records in evidence. Many rolls of film were produced by Federal agencies in the early days of microphotography without identification or certification of any kind. If any of these microphotographs are ever needed as evidence, the necessary proofs of authenticity and accuracy will have to be developed to the satisfaction of the trial court through the testimony of competent witnesses. These rolls of film will present no more serious problems than the thousands of rolls of bank and department store accounting records produced each day without any attempt at certification.

In attempting to improve this situation as far as Government records were concerned, the pendulum swung for a few years in the direction of very elaborate, legal-sounding certificates. At the start of each roll appeared a so-called Certificate of Intent, whereon the custodian attested that it was his purpose to destroy the paper records after they had been microphotographed and authorization to destroy the records had been obtained as prescribed in the statutes. At the end of the roll, the camera operator certified that the microphotographs were "true and complete copies of the original records." It soon became obvious, however, that these attempts to provide for every

legal eventuality only multiplied the technicalities that opposing counsel could employ to discredit the microphotographs as evidence. How could a camera operator certify to the accuracy and completeness of the reproductions when he had not yet seen the developed film? This was only one of the many features of these certificates that could not possibly be established until some time after the records had been photographed. Where the Federal statute prescribes a definite procedure to give the microphotographs the same force and effect at law as the paper records, the courts will be interested in proof of the fact of compliance, rather than the intent of the custodian. In more than one case, the custodian either changed his mind about destroying the paper records or the authorization to destroy them was not granted by Congress.

In recent years, these involved certificates have largely been replaced by a title target at the start of the reel and a simple certificate at the end executed by the camera operator. The Title Target carries only the name of the office, a brief title of the records series, and, if the agency has a system of registering approved microfilming projects, the agency's microfilming job number. This job number serves as a convenient cross-reference to all other documentation as to the custodian's intent and authorizations, including evidence that the paper records were actually destroyed. The Camera Operator's Certificate carries the job and roll numbers, the brief title of the records series, a description of the first and last documents on the roll, and possibly other production and indexing data. The certification signed by the operator, and preferably countersigned by an immediate supervisor, often read as follows:

I hereby certify that I have on this _____ day of _____ photographed the above described documents in accordance with established procedures.

Although the legalistic mind may not be satisfied with this simple form of certification, it will provide the court with the names of competent witnesses and help fix the date on which the records were photographed. This date is a very important feature. Microphotographic copies differ from other types of reproductions because they are almost universally made long before it is known that a given record will be needed in litigation. Whenever a copy is substituted for an original record, the court must first be satisfied that no fraudulent intent is involved. The fact that a given record was microphotographed, along with thousands of others at a time when no motive for alteration could have existed, will go a long way in removing doubt as to the accuracy of the reproduction and in repelling suspicion of fraud.

When copies of microfilm records of the Federal government are required in court, they will usually be supplied in the form of enlarged prints on photographic paper. They should be accompanied by an attestation of the legal custodian that the prints represent true copies of records in his official custody. The prints and certificate are usually bound together with ribbon and official seal in such manner that papers can not be added or removed. It is probably this familiar use of a Certificate of Authenticity that led to earlier attempts to include its equivalent on each roll of film. For all practical purposes, however, we should consider the microfilms the official records.

Since we do not put certificates on every file cabinet, why should they be necessary on each microfilm roll? When the custodian attests to the accuracy of the paper prints enlarged from the film, it implies that he has compared the prints with the film image projected on the reader screen. In most cases, the courts will probably accept the official custodian's authentication. The custodian, however, should be prepared to document all the steps by which the microfilms became the official record.

Question. One of the regulations for permanent photographic records promulgated by the National Archives Council provides that "all photographic film or paper used and the processing thereof shall comply with the minimum standards approved by the National Bureau of Standards . . ." (Emphasis supplied.) In our county we record deeds and mortgages by the photostat process. What is the maximum residual hypo content permitted in such photographic paper prints?

Answer. The reference to photographic paper in this regulation was unfortunate. For many reasons, no standard for permanent photographic paper records has ever been established. A discussion of these problems will be found in an article, "The Elimination of Hypo from Photographic Images" by Crabtree, Ross, and Mueller in the April 1941 issue of *American Photography*. Since it is very difficult to eliminate the hypo from the fibers of the paper to a degree comparable to that possible with film, the use of hypo eliminators is sometimes recommended where prints are discoloring after a few years or where extreme permanence is essential. The safest procedure is to use modern continuous equipment with automatic processors that eliminate variations in quality due to the human operator. Even with these machines, however, the commonest cause of excess hypo is the use of exhausted fixing solutions and dirty drying equipment. Even if thoroughly washed, prints can be re-contaminated from hypo deposited on the canvas apron or on the drum of the drier. Solutions should be replenished regularly as directed by the equipment manufacturer, and the drier parts should be scrubbed thoroughly at frequent intervals.

Question. Our state is considering the adoption of standards for microphotographic records similar to those of the Federal Government. The National Bureau of Standards has two sets of requirements: one is for temporary, the other for permanent records. From Section III (b) of the regulations concerning the disposal of records promulgated by the National Archives Council, I gather that the distinction between temporary and permanent records is based on whether or not the retention period is stated in terms of a specified number of years. Would you suggest that we incorporate in our statute both the temporary and permanent film standards, if we defined temporary records as those that must be retained less than five years?

Answer. I would not recommend the adoption of the temporary standard, unless there was some advantage, such as lower cost, in accepting a lower quality of film. No vendor of processed microfilm, to my knowledge, offers film that will not meet the permanent requirements.

Question. In the administration of our state teachers' pension plan, we not infrequently encounter cases where individual account records are lost or where all the salary deductions are claimed not to have been posted to the teacher's account. The re-construction of such accounts is a costly process. In many cases our accounts are found to be correct, the disputed amounts being due to a misunderstanding on the teacher's part. Is microfilm being used in connection with this type of account in the Federal Government?

Answer. In the Federal Government, retirement deductions for each civilian employee are posted to an individual record card in the employing agency. When the employee transfers to another Federal agency, this card is forwarded to the second agency. If he leaves Federal employment the card is forwarded to the Civil Service Commission. Microphotography is not used in this process generally, except in some of the larger agencies, where each day's outgoing shipment of cards is microfilmed as insurance against loss in the transmittal process. The microfilm not only provides a means of reproducing the record, but the film provides a more economical and more accurate record of the items transmitted than a typewritten list would be.

Such use of microphotography, however, does not solve the problem of disputed accounts. These are best kept to a minimum by sending to the teacher or employee an annual statement of his account. This can be accomplished through the use of a carbon copy of the ledger record, a photostat, or a photographic copy made by a continuous printing process similar to V-mail. In New York state, we understand, the individual account cards are micro-filmed once a year. The film images are then enlarged to approximately the same size as the originals and mailed to each employee in a suitable window envelope. The use of microfilm as an intermediate step in making prints on photographic paper has the further advantage of providing a duplicate record as protection against loss or alteration of the original paper records. This insurance feature is especially important with pension records that must usually be kept from 30 to 50 years. The high speed with which the cards can be microphotographed and the nearly automatic method of making the continuous enlargements, of course, reduce the labor costs that would normally be incurred if slower cameras were used.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

INSECT AND BACTERIAL ENEMIES OF ARCHIVES

The term "Archival Enemies" which was assigned by the Reviews Editor is so broad as to permit the discussion of practically any subject from the Marshall Plan to the deleterious effects of Scotch Tape on old manuscripts. In order to hold this dissertation within reasonable bounds and to avoid its use as an aid in the treatment of insomnia, its scope will be restricted to a consideration of the literature dealing with those insects and molds which may be considered "archival enemies."

From early times, there have been references by naturalists and others to various types of insect damage to books and manuscripts. About twenty-two hundred years ago in Chapter 32, Book V of his *Historia Animalium*, Aristotle wrote: "In books also other animalcules are found, some resembling grubs found in garments and some resembling tailless scorpions, but very small." Since that time, the literature on book-eating insects has been accumulating slowly until today there are quite a number of more or less valuable contributions in this field.

Despite this wealth of reference material, there are very few books devoted exclusively to book insects. Two of the best of these are *Les Insectes Ennemis des Livres* (Paris, 1903) by C. Houlbert, and *El Libro y sus Enemigos* (Montevideo, 1917), by Arturo Scarone. Houlbert's book on insect enemies of books won the Marie Pellechet prize at the International Congress of Librarians at Paris in 1900. This work contains a detailed description and classification of those insects which damage books as well as a discussion of insecticides of that period. Scarone's *The Book and its Enemies* is a more modern approach to the same problem based upon French, Spanish and Latin American sources. It includes an historical survey, description and habits of many insects, damage caused and methods of control, with a recapitulation on control methods by insecticides.

The remaining literature, which varies in length from a few paragraphs to a fair sized pamphlet, is scattered in various journals or has been published by sources outside the usual path of the archivist and librarian. Notable among these are the writings of William R. Reinick in the *American Journal of Pharmacy* (1910-1911) for good advice on preventing insect infestation and for unsupported speculative theories.

Historically and entomologically sound is the dissertation on *Bookworms* by E. A. Back in the *Annual Report of the Smithsonian Institution* (1939) which is profusely illustrated with eighteen plates showing various types of

insect damage, different stages in the life cycle of selected species and recommended vaults for fumigation. The spread of bookworms from place to place is demonstrated by tracing infestation of the records of the Diocese of St. Augustine, Florida, back to the Cathedral at Havana, Cuba. An excellent, popular description of the various sorts of insects which attack books and paper and of the type of damage produced by each variety is given. Up-to-date methods of fumigation are also described.

Another important monograph entitled *Insect Enemies of Books* by Weiss and Carruthers is to be found in the *Bulletin of the New York Public Library* (September-December 1936). It is, perhaps, the best available non-technical discussion on the subject and combines a good general discussion of the problem with a reasonably detailed description of the more common varieties of insects. Insecticides, fumigants and repellents are mentioned in relation to particular pests. The bibliography is quite complete and is a "must" for those with a serious interest in the field.

The various technical bulletins and farmers' bulletins issued by the United States Department of Agriculture and written by Back, Good, Morlatt and others are good sources of information regarding individual species of insects. These publications are revised periodically and may be relied upon for the latest information concerning insecticides and fumigants.

Termites or "white ants," as they are often incorrectly termed, should not be a serious problem to institutions housed in buildings of modern construction, but occasionally such a situation arises. *Termites and Termite Control* (University of California Press, 1934), edited by C. A. Kofoed and others is a very comprehensive treatise and should provide sufficient information to those faced with difficulties due to termites.

In contrast to the wealth of information available on insects which damage paper, the data on molds and fungi affecting records is surprisingly meager. Pierre See's *Les Maladies de Papier Pique* (Paris, 1919) is the only book devoted exclusively to this subject while the work on "foxing" reported by Iiams and Beckwith in the *Library Quarterly* (1935) and later in publications of the University of California press is the only recent work on this phase of the preservation of records.

ARTHUR E. KIMBERLY

National Archives

The Filing Arrangement of the Archives Division, Virginia State Library

By WILLIAM J. VAN SCHREEVEN

Virginia State Library

IN THE January, 1948, issue of *THE AMERICAN ARCHIVIST* the writer attempted to describe the stack and shelf arrangement of the Archives Division of the Virginia State Library. Since the appearance of this article some interest has been evinced in the flat filing arrangement and the boxes used to store manuscripts. The routine for arranging and flat filing archival material was carefully planned; and specifications for boxes and folders were worked out on the basis of requirements and laboratory tests. Some of this information may be of value to other archivists.

At the outset it should be stated that the specifications, and procedures to be discussed pertain only to those manuscripts to be flat filed. This point needs to be emphasized for ardent proponents of flat filing adhere to the opinion that all papers should be flattened, while the vertical file school is as insistent that all material should be filed upright. As a matter of fact a mixed system offers the widest possibilities. In Virginia the older papers are flat filed; more modern material is retained in standard vertical filing cases. A third filing system is also used for bulky dockets of folded papers which have little reference use. No attempt is made to unfold the papers and flat file the many individual items in each docket. A lengthy file of pardon papers is an example of such material. The folded dockets are merely placed upright in filing boxes. Two types of such boxes are used. The measurements of such boxes are 5" wide x 10" high x 12" deep. These boxes fit the 12" shelves. One type box is manufactured by the Hollinger Corporation, Arlington, Virginia, and is called by them Document Case No. 12510; a similar box is the Shaw Walker Transfer Case No. 591. The former box is more reasonable in price, but contains a small amount of ground wood pulp according to the Phloroglucinal test. It

is suggested that an acid free liner be placed in the boxes, preferably made from a paper containing calcium carbonate as a filler.

Where material is to be flat filed the collection is first broken into a smaller unit by placing groups of papers into a "Pronto Perfect File." This is a letter size rugged transfer case with an interlocking steel top. Whenever possible these transfer cases are used for transporting records transferred to the Archives Division from state agencies or counties. They are easily placed in the fumigation vault, and as mentioned, the first breakdown of a large collection is made through use of the Pronto file. If the collection is extensive these files are placed directly on the shelves until the papers can be worked. When this is done the papers are flattened and placed in a temporary container made the same size as the permanent box. The temporary containers are specified as follows:

Temporary storage boxes, measuring $17\frac{3}{8}"$ x $11\frac{1}{2}"$ x $3\frac{1}{4}"$ (inside measurements), manufactured of 50-55 point chipboard (telescoped edge craft).

The price of these boxes ranges from \$10.00 to \$12.50 per hundred.

When the papers are flattened the surface dirt is removed with a paste type wall paper cleaner. This lifts off all surface dirt, but care should be taken to brush away all small particles of the cleaner that might adhere to the paper. The Dietzen brush no. 4209 is ideal for this purpose.

The flattened papers are placed in acid free folders. Specifications for these folders are as follows:

Folders 17" x 22" folded to make 11" x 17" folders. No ground wood pulp, pH of not less than 5.5 cold extraction, thickness 10 point. Stock same as Shaw-Walker Folder #920R, or equal.

It will be noted that the above specifications call for a stock equal to Shaw-Walker Folder 920R. This folder meets all the requirements plus the fact that the color and finish are more nearly soilproof than most folders examined. The size 17" x 22" was especially cut and folded for the Archives Division; however stock legal size or letter size folders are available at most stationery supply houses. The Virginia State Library, for example, has found the Shaw-Walker Folder 920R (a full cut legal size folder) suitable for filing many papers.

The presence of ground wood pulp in folders is easily determined with the Phloroglucinal solution available from Testing Machines, Inc., 427 West 42d Street, New York, N.Y. The current price for a bottle of this solution is \$3.00. The pH value can usually be determined for a state archival agency by one of the state laboratories. Standards for such a test are given by Herbert F. Launier "Determination of the

pH Value of Papers," National Bureau of Standards, *Research Paper* RP1205 (May, 1934).

The insistence on acid free folders is a matter of great importance. Such folders last much longer than folders made of ground wood pulp. A number of years ago the Archives Division had filed a sizable collection of papers in folders made of ground wood pulp. These folders have without exception broken up, and of more serious consequence, these folders have transferred the acid from the folder to the manuscript and weakened the original papers. An example of the transfer of acid occurs when wood pulp newspaper clippings are placed next to manuscripts. In the course of time a yellowed impression the size of the clipping appears on the manuscript. It therefore follows that anything that comes directly in contact with a manuscript, such as a folder, should be acid free. In the same connection it is unwise to interfile photoprints with manuscripts. In a great majority of cases photoprints still retain a residual hypo content that is injurious to manuscripts. The safest procedure is to place the photoprints in separate folders when it is necessary to have them in the same series as original papers.

The number of separate items that may be placed in a single folder is largely a matter for the archivist's discretion. The number will vary with the collection to be filed, but in general it may be stated that a bulky, overloaded folder is bad practice. The papers slip and are in great danger of disarrangement. In some cases a single paper or a few sheets form a complete file. Where such series are ended, and to be restored, the practice at the Virginia State Library is to sew the restored documents through the binding margin into the folder. This gives the maximum protection both from the standpoint of handling and filing.

After the papers have been placed in acid free folders, and then grouped in temporary storage boxes, the last step is to place the material in permanent containers.

The specifications for these boxes are:

Record Storage Boxes, $17\frac{3}{8}$ " x $11\frac{1}{2}$ " x $3\frac{1}{4}$ " (inside measurements) clam shell type. Weight of board to be 120-160. All covered with cloth and suitably lined with blue paper. Label holders measuring $1\frac{3}{4}$ " x $5\frac{1}{8}$ " to be centered on $17\frac{3}{8}$ " axis. Label holder to be open on the $1\frac{3}{4}$ " side so that the label may be inserted from the right.

The price of these boxes has ranged from \$.86 each in 1944 to \$1.25 at the present time. It will be seen that the boxes are specified to fit on the 12" shelves; when it is desired to use boxes on the 18" shelves the specifications are altered in such a way that the label holder is

centered on the 11½" axis. The sizes of the boxes, of course, can be changed to conform with the shelves in current use in other archival agencies.

Perhaps a *caveat emptor* should be added; folders and boxes are very high in the present market, although it is uncertain that the price of paper products will decline much in the near future.

W . J . B A R R O W

Document Restorer

STATE LIBRARY BUILDING

RICHMOND 19, VA.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Thirteenth Annual Report of the Archivist of the United States for the Year Ending June 30, 1947. (Washington, United States Government Printing Office, 1948. Pp. v, 92.)

It is almost inevitable that a review of the Archivist's activities by one who was, until recently, his opposite number in another country should take the form of a comparison of the situation of America and England in the matter of archives. It is, however, hoped to do this without affording another illustration of a familiar proverb about comparisons.

The first word must be one of whole hearted congratulation to Mr. Buck on the energy with which he has grappled with very difficult problems and on the success (even though, here and there, he has suffered disappointments) of his evangelizing mission to waken America to record-consciousness and to get official recognition of the importance of system in the disposal, the spade work being destruction of a vast number of formal and unimportant documents before they reach his strong-rooms. In this respect London has the advantage of seventy years' experience; and it is now a simple matter to make continuing schedules for all collections of records, as soon as they have passed beyond the embryonic stage and taken their permanent shape.

One problem remains to be solved, and should be solved, in both countries. The modern file, in which no attempt is made to separate permanent from ephemeral material, makes weeding a laborious task. Surely it should be possible for departments to segregate, as they accrue, such documents as vouchers, working papers, draft letters and second copies.

In both countries it is being increasingly recognized, not only by the archivist but by the man on the street, that, as Senator Ferguson has said, "public records make up the backbone of history." There has, however, been a difference of emphasis. In England the activities of the Public Record Office are strictly limited by Act of Parliament to the records of the Central Government; and since the war, the economic situation has centered public anxiety on the security of records of local administration and business and private archives with which the central office can only interest itself *sub rosa*. The Historical Manuscripts Commission, the British Records Association, the Master of the Rolls' Archives Committee and the National Register of Archives have necessarily stolen the limelight from the central repository. The Record Office has, in fact, until quite recently, been fully occupied with the return of its records from comparative safety in two castles, two mansions, a prison, a poor law institution and a training college for teachers, an operation in which no document was lost or damaged.

Nor does the Master of the Rolls take physical charge of archives until they have passed out of current use and reached a mature age. In fact, he could not if he would. Mr. Buck's accession of 82,967 cubic feet in 1947 would be a physical impossibility in Chancery Lane, where a threatened accession of 1000 cubic feet is an occasion for hard thought.

There is, too, the inevitable obsession with mediaeval problems. It is sufficient to say that arrangements are now being made to begin the systematic publication of the exchequer records of the thirteenth century. 'The arrears of ages will never be overtaken; but we have to keep on trying.

The problems which have faced the Archivist of the United States are very difficult even though they may be more limited. In England the record treatment of photographs, microfilms and motion pictures has only been settled on general lines. In America detailed plans have been made and put into practice by a pioneer effort which will be a model for all other countries.

Mr. Buck has also had to build up a series of departments, obviously well manned and well financed, each with its specific responsibility. This is not necessarily inconsistent with an administration which is fluid in practice. With its limited personnel the English record office has been forced to ensure that each member of its higher staff knows not only all about one branch of the work but something about all. Such fluidity has its advantages. It is easy to transfer staff to meet the pressure of a sudden increase of work in one quarter; and from their own experience the men in the Secretariat, for instance, realize and make allowance for the difficulties of the Search Department or the Repairers'. It is, however, more than likely that the neat and apparently water tight division of functions in America does not, in practice, involve undesirable specialization.

The foregoing remarks may perhaps be criticized as being an apologia rather than a review; but their readers may be interested to know what is going on across the Atlantic. They have been written in a spirit of unstinted admiration (not to say envy) of the Archivist of the United States and his achievements in coping with the problems of World War II within a year or so of its end.

SIR CYRIL FLOWER

Ealing, England

Descriptive Booklet of the Alaska Historical Museum at Juneau, Alaska, compiled by Edward L. Keithahn, Librarian and Curator, for the Alaska Historical Association. (Juneau, [1946]. Pp. 2-56.)

As the title suggests, this booklet is concerned primarily with the museum objects in the custody of the Alaska Historical Library and Museum. It contains many pictures of the exhibits. Page 35, however, is devoted to the buildings of the Library, "the largest library of pure Alaskan in existence." With the collections, including Judge James Wickersham's well-known collection of Alaskan, are manuscripts as well as books. Specific mention is made of 235 volumes of early Alaska customs records. The Library has more than 2,000 volumes of bound Alaska newspapers. By 1946 the cataloguing

of these holdings had resulted in the preparation of more than 15,000 cards. This is good news. Neither the Society of American Archivists nor the American Historical Association has a single Alaskan on its membership rolls. The 1947 list of candidates for the degree of doctor of philosophy in the field of history revealed that no one was working on an Alaskan topic. The labors of Mr. Keithahn and his staff in establishing control over the holdings of the Alaska Historical Library and Museum at Juneau ought to promote the writing of needed historical works on the Territory.

CARL L. LOKKE

National Archives

Third Annual Report of the Division of State Archives, State Historical Society of Colorado, for September 1, 1945 to September 1, 1946. (State Museum, Denver, Colorado, 1946. Pp. 13.)

Although the Third Annual Report is somewhat dated at this time, it is quite significant in the sense that it reflects a growing tendency toward a closer working relationship between operating officials and Archives personnel. In order to assist more effectively in the solution of records problems, the State Archives of Colorado has been successful in recommending and securing the appointment of Records Officers in most of the State departments and institutions. The report recognized that the majority of newly designated Records Officers were assuming their responsibilities well and were alert to the solution of records problems in their respective departments. Hope was expressed, at the time of the report, that the Records Officers would keep abreast of new developments in records practices and that each would be given full authority to exercise control over the records for which he is responsible. There was little indication of the role that Archives personnel would play in conducting a continuous training program and active liaison with Records Officers in order to carry out more effectively an archival management program. Experience in the Federal Government has indicated that the most effective Records Officers have been those who secure continuous professional guidance from archivists and who maintain active liaison with Archives personnel in order to solve records problems pertaining to destruction, transfer to an archival establishment and microfilming. The tendency shown by the Colorado State Archives is noteworthy and merits wider application.

ROBERT A. SHIFF

Department of the Navy

Guide to the Manuscript Collections in the Duke University Library, by Nannie M. Tilley and Noma Lee Goodwin. *Historical Papers of the Trinity College Historical Society*, Series XXVII-XXVIII. (Durham, Duke University Press, 1947. Pp. 362. \$2.00.)

Students of social history generally and southern history particularly have been aware during the recent years of the increasing importance of the manuscript collections of the Duke University Library. This guide, which is a revision and enlargement of a mimeographed guide produced in 1939 by the

Historical Records Survey, describes approximately one million five hundred thousand papers and over three thousand bound volumes of manuscripts. The kernel of the collections was assembled by William K. Boyd who, as a leading member of the Trinity College Historical Society, began his project in 1906 and continued it with unabated enthusiasm until his death in 1938. After 1924 Professor Boyd administered a fund established by the Flowers family for the purpose of building up a collection of historical materials bearing on southern history and emphasizing the period of the Confederacy. Since Boyd's death, Robert H. Woody of the History Department of Duke University has administered the Flowers fund and the collections are now expanding at the rate of 60,000 to 75,000 items yearly.

The arrangement of the guide is alphabetical by the name of the collection. A collection is defined as a group of papers centering around one individual, one organization, or one political group. In order to qualify as a collection a group of papers needs to contain only two items or consist of one bound volume. Single items are listed in a composite entry called "Miscellaneous Collection." Thus Mrs. Charles Spalding's Recipe Book (one volume), the Elizabeth Sowers Papers (two items), the David Campbell Papers consisting of over 8,000 items and thirty-two volumes, and the United States Bureau of the Census Original Schedules consisting of 139 volumes are each listed as a "collection." This method of treatment results in the listing of some 1,900 collections, each of which is described by an entry giving the dates, the number of items, the places of origin, the principal correspondents, and the main subjects treated. Bibliographical references are also given where collections have been wholly or partially published.

Most of the entries give a good idea of the contents of the various collections. One feature, particularly to be commended, is that where inclusive dates of a collection are misleading, the dates of the period in which the bulk of the manuscripts falls are also given. In a few entries, however, there are subjective judgment and a certain lack of terseness. Certain collections are described as "valuable" or "important." It should be obvious that the value or importance of any collection will vary according to the needs of the researcher. The full index of the persons, places, and subjects covered in the entries is excellent—excellent so far as this reviewer could ascertain from the imperfect review copy of the guide which omitted everything after "Stith, Fred H." On the whole Miss Nannie M. Tilley, former curator of the collection, and the co-author, Miss Noma Lee Goodwin, have produced an excellent research tool which shows sound scholarship and good judgement.

The Duke University manuscript collections are of primary significance in the field of southern history and of the Civil War period particularly. Although there are some papers relating to such outstanding leaders of the Confederacy as Robert E. Lee, P. G. T. Beauregard, and Jefferson Davis, the bulk of the southern materials consists of letters and diaries of common soldiers of both Confederate and Federal armies. There are also numerous documents on agriculture and plantation life in the South. Of outstanding importance for economic and social history are the manuscript United States

census returns for the decades from 1850 to 1880 for Georgia, Kentucky, Louisiana and Tennessee. The principal non-southern collection is the official records of the Socialist Party of America from 1900 to 1938. These files, consisting of some 95,000 items and twenty-three volumes, will be of prime importance to students of the labor movement in the United States. The collections also include materials on a wide variety of other subjects. There are, for example, papers relating to such literary figures as John Esten Cooke, Paul Hamilton Hayne and Thomas Nelson Page in this country and Dante Gabriel Rossetti, Robert Southey, Alfred Tennyson and other literary figures in England. There is also a group of Peruvian manuscripts, 1580-1872.

HARRY L. COLES, JR.

Department of the Army

Guide to the Swarthmore College Peace Collection—A Memorial to Jane Addams, compiled by Ellen Starr Brinton, Curator, Hiram Doty, Assistant Curator, with the assistance of Gladys Hill. Swarthmore College Bulletin, Peace Collection Publication No. 1. (Swarthmore, Pennsylvania, Swarthmore College, 1947. Pp. 72.)

In Ellen Brinton's foreword to this guide, she explains how the Swarthmore College Peace Collection came into existence. It seems that in 1930, as Jane Addams "was burning personal papers in her fireplace" in Hull House, Chicago, "a horrified witness, a member of the Board of Managers of Swarthmore College," persuaded her that they were valuable, and offered the hospitality of the Friends Historical Library on the Swarthmore College Campus, which was accepted. When Jane Addams died in 1935, her remaining papers were added to the collection, which became the nucleus of the Swarthmore College Peace Collection, established as a memorial to her, by a loyal group of friends. The purpose of the memorial was the development of a world-wide peace collection, to include "the records of peace activities from every country in every language," which would be kept "for one hundred or five hundred years to come, so that future generations of research scholars may learn of the efforts that have been made over the centuries to create permanent peace."

Since its establishment in 1935, the collection has grown to the body of material described in the guide, mainly through the untiring efforts of its curator, Ellen Starr Brinton. It was only as recently as 1946, however, that the collection was formally organized and adequately staffed. Since that time, Miss Brinton has been assisted in the management of the collection by an Advisory Council, the members of which are John W. Nason, Chairman, and Devere Allen, Frank Aydelotte, Clement M. Biddle, Merle Curti, Emily Cooper Johnson, Ray Newton Baker, Ernst Posner, Charles B. Shaw, Frederick B. Tolles, and E. Raymond Wilson.

Although much work of sorting and arrangement has yet to be done, Miss Brinton gives two strong reasons for issuing this first guide to the collection at this time—first, to make known "the enormous amount of valuable and historic material already available for the use of scholars and research students," and second, to indicate the gaps in files and pamphlet series, of

personal and organizational records, in the hope that "individuals and peace groups receiving this Guide will search office files, storerooms, and attics," and offer their treasures to the collection. Merle Curti, in an excellent introduction, points out important uses still to be made of peace material, emphasizes the value of this collection, and extends an earnest invitation to writers and peace societies to deposit their materials at Swarthmore, as he himself has done. He also indicates some important peace material known to have been destroyed, while Miss Brinton, in her foreword, lists a number of organizations whose records are known to be deposited elsewhere, and are not duplicated in the Swarthmore College Peace Collection.

The listing and description of material in the guide is divided into five parts, corresponding to the arrangement of the material in the collection, described as follows:

Document Groups: Papers of organizations and individuals of which substantial quantities have been accessioned by the SCPC are established as separate document groups under the names of the organizations or individuals from whom they originated.

Collective Document Group A: Papers of organizations and individuals in the United States interested in the promotion of peace of which the holdings of the SCPC are small.

Collective Document Group B: Documents of peace organizations and individuals in countries other than the United States are here included.

Collective Document Group C: Publications from non-peace organizations on topics of interest to and closely related to the peace movement; and publications, from various sources, concerning conflicts between races, classes, religious, political, or cultural minority groups. (These materials are merely indicated, without detailed description, in the Guide, due to lack of space.)

Special collections: These collections contain peace material grouped by subject or form, rather than source or organizational imprint, as is the case with the documents described in other sections of the guide. Most of this material came as gifts from reference libraries of prominent peace leaders or peace organizations.

An index of names of organizations, individuals, and publications completes the guide.

The organization of this material must have presented some problems to the curator. Here we have an accumulation of correspondence, minutes, reports, books, pamphlets, leaflets, issuances of all kinds, tracts, broadsides, posters, in manuscript, typescript, mimeograph, and print, some of which have come directly from their place of origin, where they accumulated as a by-product of peace activities, while others represent collections made by individuals or organizations. In some cases, a fairly complete body of record material of particular organizations and persons is included, while in other cases fragmentary bits await completion through later accessions. There is undoubtedly among the papers of any one organization or individual, a mixture of record material and what archivists customarily regard as nonrecord material. How should this material be arranged? Should the record material be carefully segregated and arranged according to the prevailing archival theory? Then again, what should be included in the category of "records"? Most of the peace societies' main activities consisted of publishing material, and many of them failed to accumulate and care for record copies of their publications.

Is it permissible to fill in the gaps in record accumulations with copies of such publications received from other sources, or to regard a set of periodicals as a nucleus for a record group to be built up as missing documents are accessioned? These are vexing questions to the keepers of documentary material. That they were considered seems to be indicated by the use of the term "Document Group" instead of the more precise term "Record Group" used in archival agencies. All the papers of a particular organization, including issuances under its imprint, and likewise the papers of an individual, have been kept together, including both records (in the narrow sense of the term) and historical manuscripts, the sizable fairly complete collections in a major "Document Group," and the fragmentary collections in "Collective Document Groups," with a place provided for "Special Collections" to complete the arrangement. This method, certainly, is the convenient one from the point of view of the user, and, in the opinion of this reviewer, is the correct solution. After all, this collection holds the "records" of a civilization in its quest for peace, and seems to me to require, in this context, the broader use of the term to include all types of documentary material.

Swarthmore College and particularly Miss Brinton and her staff are to be congratulated in making public the contents of such a valuable and unique collection, which should be especially interesting to historians and scholars everywhere, as well as to the members of the Society of American Archivists.

HELEN L. CHATFIELD

Bureau of the Budget

Biennial Report of the Mississippi Department of Archives and History, July 1, 1945 through June 30, 1947, by William D. McCain, Director. (Jackson, Mississippi, 1947. Pp. 28.)

Happy is that State which retains the services of a professionally trained, capable, and energetic archivist. Dr. William D. McCain, Director of the Mississippi Department of Archives and History, is such a one and his report of June 30, 1947 concisely details his activities since returning from military service in Italy (as United States archivist attached to Allied Headquarters) on October 8, 1945. There is, however, good reason to doubt whether the State of Mississippi is sufficiently aware or appreciative of its own happiness. Their Director receives only \$4,500 a year, and has requested no more in his prospective budget; and six ladies on his staff, one of whom served as Acting Director during the two and a half years of Dr. McCain's wartime absence, must support life by sharing \$11,200 between them. It is no ordinary staff, for even Dr. McCain's stenographer is a woman of learning and has contributed "Andrew Marschalk's Account of Mississippi's First Press" and a book review to the *Journal of Mississippi History*. The Department has no equipment for microphotography. It also needs a photostating machine, a laminating machine, and a fumigating vault but Dr. McCain is willing to postpone these if the Legislature will give him a microfilm camera, "almost indispensable for an efficiently conducted archival agency." It is, however, somewhat disheartening to note that Dr. McCain called attention to these

necessities in his first report, for the biennium ending June 30, 1939. The Department conducts a Museum, but it occupies "undesirable and unsuitable quarters on the ground floor of the New Capitol," and modern cases are lacking, not to mention lighting within the cases and dioramas. These needs were also brought to public attention in the 1939 report. The Department moved to its present quarters, the north wing of the new War Memorial Building, in February 1941. After six years, this space has become saturated, and the Department has ceased to acquire non-current records of the State Government. The one relief to which Dr. McCain looks forward is the construction of a new state office building, upon which most of the agencies now in the Old Capitol will remove thither. The Old Capitol can then be restored, preserved as an historic site, house the Museum, and store overflow archives.

These difficulties have not prevented the Director and his staff from making the most of the means at their disposal. They have received, in two years, 5,482 daily visitors and answered 7,223 pieces of mail. After the Mississippians, who naturally are in the great majority, the greatest use of the Archives is made by the citizens of Louisiana (625 visits or letters), New York (423), Texas (384), the District of Columbia (345), Tennessee (297), Alabama (268), Illinois (228), and Massachusetts (214). The acquisition of private manuscripts has continued, the Department having a little over \$2,000 a year to spend on books and manuscripts, and thirty-seven new collections are reported as acquired, sorted, arranged and classified. Dr. McCain has a useful collaborator in Mr. Charles F. Heartman, the well known dealer whose Book Farm is now in Beauvoir Community, and through him the Department has been able to secure six hitherto unrecorded Mississippi imprints, 1806-1827. One of these, the *Journal of the Legislative Council* of Mississippi Territory for December 2-29, 1805, Dr. McCain has edited and Mr. Heartman has published. Two other journals are imperfect and their titles are here reconstructed from cognate documents. While such a procedure is legitimate, surely the result ought to be enclosed in brackets. The quarterly *Journal of Mississippi History*, jointly sponsored by the Department and by the Mississippi Historical Society, has continued to appear under the editorship of Dr. McCain and Miss Charlotte Capers and they and three other members of the Department have contributed to its pages.

The archival mare goes well enough but it is obvious that more money would make her go much better.

DONALD H. MUGRIDGE

The Library of Congress

Dominion of Canada. Report of the Department of Public Archives for the Year 1947, by Gustave Lanctot, Keeper of the Public Records. (Ottawa, Edmond Cloutier, Printer to the King's Most Excellent Majesty, Controller of Stationery, 1948. Pp. xlvii, 232. \$1.00.)

This report reveals an expansion of activity curtailed by the war. During the year Dr. Lanctot went to Britain and France to reorganize the London office, partly immobilized, and the Paris office of the Archives, completely

closed during the war. Indeed, much of the work done in Paris previous to the war was destroyed during the German occupation. In describing his work and organization, the Archivist speaks of plans for recopying documents and "making transcriptions." It is not clear if the intention is to follow the laborious hand copying method of prewar days or to apply some of the well established photographic techniques.

The Archivist was able to acquire a great variety of documents and collections of documents, views, trade tokens, and the like, valuable and otherwise, the list of which occupies over eight pages of the report. The most notable collection acquired came from the Public Record Office. This comprises the original correspondence of the Board of Trade, occupying seventeen volumes, covering the years from 1734 to 1773. Six of the volumes are described as follows (p. xvi):

Vols. 10-11 (1734-1747). Maritime and commercial questions concerning the American colonies.

Vol. 12 (1748-1758). Correspondence with Shirley. Documents on the frontier.

Vol. 13 (1750-1757). Correspondence with Shirley. The frontiers of Acadia. Contraband trade. Letters of marque. Defense of the colonies.

Vol. 14 (1757-1760). Correspondence of Sir William Johnson concerning Indian relations.

Vol. 15 (1760-1763). Correspondence of Sir William Johnson concerning Indian relations. Regulations of the Receiver General. Appendices to Murray's Report on New France.

The value of "Kirkpatrick, George A.: Record of dinners and invitations issued as Speaker of the House of Commons, 1884-1886," is less apparent. A few of the documents recently acquired have been printed in full in the report.

The bulk of the report (232 pages) is devoted to a calendar of Nova Scotia State Papers. The first instalment of this calendar appeared in the 1894 *Report* and was resumed in the 1946 *Report*. The present instalment covers material dated 1821 through 1836.

JAMES J. TALMAN

The University of Western Ontario

Acuerdos de la Real Audiencia del Nuevo Rieno de Granada, 1551-1556.

Publication del Archivo Nacional de Colombia. Directed by Enrique Ortega Ricaurte, assisted by Carlota Bustos and Ana Rueda. (Bogota. Editorial Antena, 1947. Pp. vi, 310.)

The publication of the text documents from an archive is a function of the archivist which is of great value both to archivology and history. Although the archives of Latin-America are handicapped by the limited funds available, nevertheless some of them are doing outstanding work in this field. Under the able and active direction of Dr. Enrique Ortega Ricaute, the National Archive of Colombia is making its contribution to this phase of archivology. The volume under review contains the text of the earliest volume of the minutes of the Royal Audiencia of New Granada for the years 1551 to 1556. Nearly

a half century ago, this volume disappeared from the Archive and was noted as lost. Recently an effort was underway to publish the text from a very defective existing copy which appeared among the papers of Ricardo Rojas and was presented to the Academy of History by Dr. Enrique Otero D'Costa. It was then that through the good offices of Dr. Julio C. Vegara y Vegara, the original volume was located and restored to the Archive. The careful work in paleography in transcribing the manuscript for publication was performed by Srtas. Carlota Bustos Losada and Ana Rueda Briceno.

The Audiencia, the juridico-administrative organ, occupied a prominent place in the colony. The minutes of the meetings of this body throw much light on the life and activities of the people. In the six years (April 14, 1551 to December 14, 1556) covered by the volume, there were 150 sessions of the Audiencia, ranging from eight to forty per year. In the earlier years, months elapsed without session, so that it was not until 1556 that there were meetings in each month of the year. The maximum number of sessions in any one month was nine in March, 1556.

The minutes of the Audiencia here reproduced contain much information regarding the history of the colony during its formative years. The organization and early functioning of the Audiencia and the work performed by the first oidores are clearly set forth. The appointment of various officials, made by the Audiencia, their bonds and oaths of office are fully recorded. The administration of the jail, with inventories of prisoners and effects, each time a new jailor took charge, was given due attention. Such matters as purchase of arms, problems in connection with the Indians, construction of roads, and prohibition of exports were discussed and action taken regarding them. The names of many of the early settlers of Bogota and the surrounding country are recorded in these minutes.

The title of the volume, which gives it distinctive character, is a reproduction of the manuscript title of the original Sixteenth Century record book. The preface is by Dr. Jose Maria Ota, a noted authority on Spanish colonial administrative and legal history. A detailed index of subjects and names adds to the ease of consultation. The National Archive of Colombia and Dr. Ortega have rendered a valuable service to scholars by this publication.

ROSCOE R. HILL

Washington, D.C.

Der Archivar, Mitteilungsblatt fuer deutsches Archivwesen. Jrg. 1, Heft 2 (Jan. 1948). Cols. 49-94.

Volume I, number 1 of this publication appeared in August 1947 and was reviewed in *THE AMERICAN ARCHIVIST* for January 1948. This second number continues the standards, the practices, and the policies of the first. By virtue of being the second number it contains more material which is new—and news—to those who know what is going on professionally in Germany than did the first.

The opening pages are devoted to official communications (Br. Zone) from German civil and church administrations relative to the protection of archives.

The main article which fills one third of the number is "The Condition of State, Municipal, and Church Archives in the American Zone" (cols. 51-68) contributed by Georg W. Sante, Director of the State Archives at Wiesbaden. This follows the scheme of the earlier report covering the British Zone, and gives essential data on thirteen State archives (some with several semi-autonomous parts), twenty municipal archives, and eleven church archives. Unlike the report for the British Zone it omits industrial archives, and like the earlier report it omits family archives. It is prefaced by a two-column analysis of cause and effect of war damage. Albeit the points are obvious from the evidence, it is good to see them specifically made. This is the first such published analysis for German archives, and definitely marks a step forward. This article is supplemented (and in small part duplicated) by a contribution (cols. 67-72) from F. Herberhold, Director of the State Archives at Sigmaringen in the French Zone, entitled "The Archives in Southwest Germany since the War," which is the narrative story of some twenty-odd state, municipal, church and family archives in the area roughly embraced by Freiburg in Baden, Karlsruhe, Stuttgart, Augsburg, Konstanz; i.e., the truncated portions of Baden, Wuerttemberg, and Bavarian Schwaben. It is to be hoped that the author will continue his contacts, and that he will contribute data on the larger part of the French Zone which he has left untouched at this time. In passing, it may be said that his concept of a geographical area which does not conform to, or is not embraced by Zonal boundaries is too infrequently found.

Information on specific archival collections is continued by two short items, "Return of Archives to Poland" and "List of Archives in the Zonal Archival Depot at Goslar" which appear over the signature of Mr. (formerly Major) C. A. F. Meekings, one time Archives Officer for the British Zone and now on the staff of the Public Records Office in London. The importance of these two items far exceeds the small space they occupy. Some of the most serious problems confronting those who are concerned with cultural materials in Germany are revealed in these items; i.e., lack of interzonal agreements on exchange of materials found in one Zone and belonging to institutions in another, undetermined eastern boundaries of Germany, unsettled diplomatic status of certain countries at one time dominated by Germany. The article carefully points out that "in accordance with internationally recognized principles of archival science" the items belonging to Danzig, Stettin, etc. which were given into the custody of the Polish Government were "more a return of the collections [to their original location] than a transfer out of the country." The argument advanced by Germans that such displaced items as are now found in the British Zonal Archival Depot should be incorporated into the archives of that Zone is rightly and firmly damned as being "from an international and scientifically objective standpoint impossible of approval." Further information on current problems comes from the minutes of the meeting of archivists in Detmold and from the paper (cols. 79-91) of A. Diestelkamp at Hannover State Archives, entitled "The Future Treatment of Personnel Records and Court Records whose Content related to the History of

Persons and their Inherited Characteristics" in which the author discusses the problems posed by the accumulated mass of records retained under the Nazi regime without the knowledge of archivists. He recommends varying periods of retention for the several types of records, and also the establishment by archival administrations of central institutes for genealogical research so as to relieve the archives of the records and the requests. This annotated paper is the first of the research type to appear in a strictly archival publication, and is therefore doubly noteworthy.

A miscellany brings the number to a close; e.g., a one column plea by L. Dehio, Director of the State Archives at Marburg, on the importance for social history of private papers, a subject to which he has given considerable attention with notable success in actual practice; the regulations of the organization of archivists of the Landeskirche formed "to help protect, safeguard, and evaluate church documents," and the continuation of the list of deceased archivists.

Several important matters are revealed by this number; the general concern for loss of important records which may be sold as old paper at this time when paper is in such short supply; the general concern for the safety of private archives on estates which are being dismembered as the result of the Land Reform Law; the importance of assembling and preserving the private papers of refugees, especially those from the East, as sources of social history of the period; the problem of wartime records of agencies now defunct or prohibited; the problem of archives currently not returnable for one reason or another to their original site; the replacement of losses sustained by collections, buildings, personnel; the dissemination of common thinking or common problems; and the beginning of a critical approach to the mass of information available.

All the matters enumerated above are basic. Their publication in *Der Archivar* is evidence of the need for the new periodical and of the useful purpose which it can continue to serve. The German archivists should be pleased with the first two numbers. They should also be keenly aware of the need for a speedy revival of the *Archivalische Zeitschrift* whose purpose is to provide space for scholarly articles on archival matters.

LESTER K. BORN

Office of Military Government for Germany (U. S.), Karlsruhe

Die deutschen Wissenschaftlichen Bibliotheken nach dem Krieg, by Georg Leyh. (Tuebingen. Verlag J. C. B. Mohr (Paul Siebeck), 1947. Pp. 222. RM 8.40 Paper bound.)

The fact that essential parts of this book have already appeared in contributions to periodicals (*Europa-Archiv*, Jhrg. 1, Heft 4/5 (Oct.-Nov. 1946), pp. 234-240, and *Zentralblatt fuer Bibliothekswesen* Jhrg. 61, Heft 1/2. pp. 19-32) in no way detracts from the interest of reading the book or lessens the value of the study. It is the story not of the destruction of this or that library but of the utter collapse of libraries and library science in all their interlocked relations.

By far the greatest part of the book is made up of the Reports on Individual Institutions (pp. 35-198). This material is completely factual, is presented alphabetically under the name of the city in which the library is located, and is arranged under five rubrics: the building, evacuation and return of holdings, losses, the catalogs and reopening of service. Altogether, the fate of nearly a hundred libraries is revealed in these pages. Not all are of top rank but all are worth knowing about. Likewise of great importance to those who want to know what has happened to German libraries is the section devoted to Personnel Information (pp. 199-217). Here, again under alphabetical arrangement by cities, is information which in its most extensive form includes the present name of the institution (e.g., Oeffentliche Wissenschaftliche Bibliothek, formerly Preussische Staatsbibliothek), the present address, the name of the director, the names (or merely the number) of professional assistants, other personnel and deceased and retired personnel.

Much briefer in compass, but possibly more interesting to the reader who wants to know what has happened without having to develop his own thesis from the assembled data is the Introductory Section (pp. 5-34). Here is digested the author's findings on buildings, repositories losses, use, increment during the war, return from repositories, re-creation of collections, catalogs, reopening of service, and personnel problems after the end of the war. Here, too, unobtrusively placed between sentences which inform the reader that the first appreciable loss began with the destruction of the Landesbibliothek in Kiel in 1940 and progressed in volume until, in the first four months of 1945, more buildings were destroyed than in any of the preceding years, or that the University Library in Hamburg and the Municipal Library in Leipzig have lost all catalogs, we come upon sentences which drive home the point: "The German libraries today present the aspect of a gigantic field of rubble." "In these catastrophic circumstances all discussions on the forms of use have only a theoretical meaning." "In the forest-rich city of Goettingen in the Fall 1946 it was still not yet possible to get even the timber for the repair of the reading room." "So as to reach a high point and to hold their ground the libraries need a fervent librarian—Bibliothekar aus Leidenschaft—, an Otto Hartwig, Paul Schwenke, Fritz Milkau."

The volume is brought to a close by an alphabetical index of libraries reported (p. 218), and an index of persons (pp. 219-222). The introductory remarks on the purpose (pp. 5-8) together with the preface (dated April 23, 1947) reveal the author's clear perception of the limitations both in coverage and interpretation inevitable in a book written so soon after the end of the war. These pages also reveal the energies expended by the author, the genuine cooperation of many individual librarians, the difficulties of communication, the changes in available detail between writing and printers' proof, and the inception of the project at the meeting of librarians held in Stuttgart in April 1946 under the auspices of the local MFA&A archives-library officer. All this is the more impressive if one knows at first hand the truth of the author's opening words: "The German scholarly libraries are *in extremis* as the result of a war irresponsibly instigated, and, without regard

for the way of life of European culture, obstinately prosecuted and lost. . . . This is a catastrophe which in the history of libraries and in the history of scholarship has no parallel."

The book, which is an octavo volume well printed on reasonably good paper and licensed by the French Military Government in whose Zone it is published, will be an indispensable guide for some years to come for scholars, librarians, book dealers, antiquarians and the historians of this late war. Its publication accentuates the absence of a similar volume on the fate of the more important archives in Germany. Whether the archivists will see fit to prepare such a study, as they have repeatedly been urged to do, is an unanswered question at this time.

LESTER K. BORN

Office of Military Government for Germany (U. S.) Karlsruhe

Reales Cédulas, Reales Ordenes, Decretos, Autos y Bandos que se Guardan en el Archivo Histórico. República del Perú: Ministerio de Hacienda y Comercio. Archivi Histórico—Sección Colonial. (Lima, 1947. Pp. ix, 666.)

Under the direction of Sr. Federico Schwab, the Archive of the Ministry of Treasury and Commerce of Peru is publishing a valuable series of guides to its records. The volume under review, the fourth of the series, is the second relating to the colonial period. It calendars the documents, originals and copies, in eight legajos and seven volumes. The documents are of five classes and are listed chronologically under the following headings: (1) Royal cédulas, 1613-1815; (2) Royal orders, 1731-1820; (3) Regulations affecting military personnel, 1753-1815; (4) Decrees, orders and proclamations, 1670-1812; and (5) Miscellany.

For each document there is a detailed abstract which gives full information as to its content and character. The type of the document is indicated; and the date, the place of issue, the names of the signer and the addressee, the number of the legajo or volume and the exact location are entered. Each entry is numbered in order to facilitate reference and it is noted that the volume lists nearly twenty-five hundred items. If the document has been published, the corresponding reference is given. In general the documents were addressed to the viceroys or the fiscal officials of Peru. Practically all, except those of group four, emanated from the Crown or the royal ministries.

The documents relate largely to fiscal affairs and matters which came within the purview of the colonial fiscal officials. Among the subjects included, there may be mentioned: commerce; contraband; taxation and taxes; payments to officials, the army and individuals; pensions; appointment of officials; transmission of funds to Spain; voluntary and forced contributions for war purposes; expulsion of the Jesuits and the expropriation and confiscation of their property; payments for scientific expeditions; reports of treasury officials; and authorizations for payments of all kinds.

A brief introduction by Sr. Muro Arias and a preface by Sr. Schwab are included. There is a detailed index of subjects and names. The Minister of the Treasury and Commerce, Sr. Schwab and his collaborators, Dr. Raul Porras

Barrenechea, Dr. Lucio Castro Pinedo, and Sr. Luis Felipe Muro Arias, are to be congratulated upon the publication of this interesting and useful guide to Peruvian archivalia.

ROSCOE R. HILL

Washington, D.C.

Repertorium van Inventarissen van Nederlandse Archieven, by Dr. W. J. Formsma and Mr.¹ van 't Hoff. (Groningen, N. V. Erven B. van der Kamp, 1947. Pp. 96.)

The above mentioned publication is one of the few useful results of German occupation. In their introduction the authors explain that the Board of the Society of Netherlands Archivists, then knowing that the seizure of the Society's funds was imminent, decided to spend the money on the publication of the repertory on which some members had already been working. The booklet of a hundred pages, containing the titles of about 1150 printed inventories of Netherlands archives appeared in 1947. It does not include any manuscript inventories. Research workers may be sorry because they are the most difficult to which to gain access. Especially now that paper is scarce and also because this type of book is not of sufficient public interest to justify another publication, we are sorry to miss the manuscript inventories. One should consider, however, what a tremendous task the compilation of such a repertory would have involved. In the present publication we already notice the many difficulties which had to be overcome. Fortunately, nearly all separately printed inventories were available in the Library of the State Archives at The Hague. The largest part of the material, however, had to be unearthed from the bulky volumes called Annexes to the Yearly Reports of the State Archivist to the Minister of Education. To me this would seem to be the most useful part of this publication. Instead of having to go through their tables of contents year after year, we just take up this handy little book: the alphabetical register of authors and subjects shows where and in which year the inventory has been published. The subject division in geographical order is another approach to the information we need.

Studying the years of publication of so many inventories provides us with an interesting picture of the development of archival science in Holland. Number 98, an account of historical material on the Netherlands in France, dates back from 1839. If we should hesitate to call this an inventory, we will all agree that Number 569, printed in 's-Hertogenbosch, in 1845, deserves that name. As we expected, the large flow of inventories dates from the first quarter of the Twentieth Century, the high tide of Netherlands archival science. The handbook by Muller, Feith and Fruin had been published, the law of archives was passed and with real enthusiasm a young generation tried to put the theories into practice.

Except for those archives which are provided with printed or manuscript inventories, the Netherlands has many archives which are not accessible yet. These, however, date partly back from the Nineteenth and largely from the

¹ Note that "Mr." stands for "Meester," the Netherlands title for Doctor of Laws.

Twentieth Century. The living generation is facing flows of paper unknown to that of the comparatively easy going period before World War I. The Dutch archivist of those days could afford to keep aloof from modern administration. Today this is getting more and more difficult—all of us are involved in the effort to cope with the torrents of paper that threatens to impair the research work of future generations. In consequence this book seems to be a summary of a period of Dutch archival science that is coming to a close. It will be interesting to watch the development of its sequel.

MARIA W. JURRIANSE

The Hague

Meddelanden från Svenska Rikarkivet för år 1945, (Stockholm Kungl. Boktryckeriet, 1947, Pp. 95, 3 Kronor c. \$.75.)

While giving a concise summary of the manifold activities carried on or supervised by *Svenska Rikarkivet*, the annual report of that archival institution for the year 1945 also indicates some effects of World War II upon the Swedish national and provincial archives. Thus in order to satisfy earlier requests of war agencies, certain records were arranged and cataloged during 1945. On the other hand, collections that had been removed from the shelves of the archives for purposes of protection were returned to the archives at considerable expense, but without much disarrangement of the documents concerned. Furthermore, the security vaults thus vacated became useful archival storehouses.

In addition to increased demand for archival services, the Swedish archives during 1945 also received wartime additions to their personnel. Unemployed Swedish clerical workers became archival aides who copied, registered, packed and labeled records. Estonian archival assistants continued to arrange and catalog the "Livonica" collection, while political refugees from the ranks of Danish and Norwegian intellectuals were given similar employment. "Prince Wolkonsky" translated documents of the Russian Government. Other employees continued the translation of Soloviev's *Russian History*, of Polievktov's *The Baltic Question in Russian History after the Peace of Nystadt*, and of documents found in the collection of a Russian historical society.

The report of *Svenska Rikarkivet* for 1945, also contains an essay by Gustav Fleetwood entitled "The Preservation of Medieval Seals in the *Riksarkiv*," which is published in both the Swedish and the French languages (pp. 49-64). Mr. Fleetwood's interest in medieval wax seals has brought to his attention their diminishing number, thereby leading him to investigate the growth of the "microscopic sponge," or fungus, whose spores cause the disintegration of seals by their penetration of the wax from which they are formed. As this fungus thrives in cold air accompanied by high humidity, collections of seals in Sweden, as in a number of other European countries, have been found to be in need of a careful but thorough-going extermination of the fungus growths. In the essay Mr. Fleetwood explains the vacuum apparatus which he has found most useful for that purpose in that it also reinforces the seal by the absorption of wax into the minute "canals" prepared by the spores of the fungus. While the study of medieval seals is scarcely

one of primary importance to American archivists, they should perhaps be concerned with the disappearance of wax seals from early colonial or insular records. Thus Mr. Fleetwood's article may well prove of considerable interest to American archivists.

MARGARETH JORGENSEN

National Archives

The National Library of Wales Journal. Volume V, No. 2 (Winter 1947).

Special Anniversary number to survey development of the Library during past forty years (Aberystwyth, National Library of Wales, 1947. pp. 81-167. front., plates. Half-a-crown per number.)

That a culture, which by European standards is as respectably old as the Welsh, should have a national library so new as to have a history of only forty years is a matter for some pondering. That this national center should also be bibliothecally and archivally so intellectually and technically alert, vigorous, and currently substantial, demands respect for its remarkable country and people. The story of its founding and growth therefore is one that is satisfactory and instructive for all who appreciate the value and power to a people of the record of their past. It has partly been told already in W. L. Davies' *National library of Wales; a survey of its history, its contents and its activities*. (Aberystwyth, The Library, 1937) but the present special issue of its *Journal* carries the story further through a decade of remarkable trial and growth.

The Charter was granted by Edward VII in 1907, and the Library opened promptly in 1909. Such dispatch reveals the strength of national demand and cultural leadership which from the eisteddfod at Mold in 1873 had pushed both the collection of books and MSS and also Parliamentary agitation for the creation of a national library in connection with the newly-founded University College at Aberystwyth. The organization of the Library from the beginning reflected its collections: (1) Department of MSS and Records; (2) Department of Printed Books; (3) Department of Prints, Drawings, and Maps.

The Department of MSS and Records holds some 25,000 MSS to which 200 bound volumes of typewritten schedules of collections, handlists, and guides provide the key. It is the *de facto* public record office for Wales with some 3,500,000 deeds and other documents. These are rather exclusively MSS and records in Welsh or other Celtic languages and relating to Welsh or other Celtic peoples. Among the MSS collections, the Hengwrt-Peniarth is outstanding containing as it does the Black Book of Carmarthen, with which the continuous surviving written record of Welsh literature begins. It is the product of several hands the earliest dating from the end of the twelfth century and the remainder belonging to the thirteenth. Of the little over 100 Welsh manuscripts which survive from the twelfth through the fifteenth century, eighty are in the National Library. These include of course the various texts of the "Mabinogion" (Peniarth MS 4, 5, 6) done in the thirteenth and fourteenth centuries, the "Book of Taliesin," and the various texts of the Laws of Hywel Dda, the ancient code of Welsh laws in Welsh and Latin.

The records side of the Department of MSS and Records has had the most

phenomenal growth of any of the National Library's collections. Since 1909, the existence of sufficient and satisfactory housing area has attracted ecclesiastical and legal records in tremendous volume. The Master of the Rolls has approved the Library as a depository for manorial and other archives. Accordingly, these and in considerable number other papers of an educational, social, and economic nature in the form, for example, of minute books of old academies, sporting and literary societies' reports, account books of collieries, etc. have been received and preserved. Specific support from His Majesty's Treasury has been received for the Library's performance of this work of a public record office nature. The identity of these papers and of the MSS collections has been maintained and it is expected that guides and catalogues to most of them will be published as has been done in the *Calendars for the Coleman, Crosswood and Hawarden Deeds (1921-31)* and the *Handlist of MSS in the National Library of Wales (1940-47)*.

The Department of Printed Books numbers now 1,000,000 printed works (books, pamphlets, newspapers, periodicals). The Library is one of six in the British Isles and Eirie entitled to copyright privileges. The original purpose of the department, however, was to be the center for printed works in Welsh and Celtic, and about Wales and other Celtic lands, Brittany, Scotland, Ireland, Cornwall and Isle of Man. Beginning with the total of some 25,000 Welsh items made up from (1) the library of Sir John Williams, and (2) the Welsh Library housed from 1873 to 1908 at the University College, the years since 1909 have seen systematic acquisition. Of some 286 works known to have been published in Welsh from 1546 to 1710, the National Library owns 210 in the original and twenty-one in facsimile.

The very large collection of maps, prints, drawings, portraits, and other graphic material relating to Wales is under a third branch, the Department of Prints, Drawings, and Maps. One of the plates at the end of this anniversary issue reproduces Humphrey Lhuyd's map of Wales, 1569. Less expected is the Department's holding of fifty original drawings of Thomas Rowlandson (1756-1827) made during his tour of Wales in 1797. One of these is also reproduced. During the war little public use of this department was possible, as its gallery was given over to emergency housing of collections from art galleries, museums, libraries, and private homes in more vulnerable places throughout England and Wales.

In addition to the two plates mentioned above, another at the end is a remarkably fine picture of the Library's building, which has cost so far £260,000. It contains in addition to the departments named, a bindery, printing press, and photographic section affording photostat and microfilm service. The staff numbers all told sixty persons and receives an annual government appropriation of £34,000 to do its work. This is an inspiring situation for an institution which has had to survive two world wars and an economic blight of ten years, and one salutes it as did Dr. Theodor Max Chotzen who wrote of "la belle Bibliotheque Nationale du Pays de Galles, qui se lève comme monument d'un patriotisme ardent et éclairé au bord de la Mer irlandaise."

JOHN H. MORIARTY

Gold Star Honor Roll of Virginians in the Second World War, edited by W. Edwin Hemphill. (Charlottesville, Virginia. Virginia World War II History Commission, 1947. Pp. lxii, 373.)

Anyone looking for literary style in the volume entitled *Gold Star Honor Roll of Virginians in the Second World War* edited by W. Edwin Hemphill and published by the Virginia World War II History Commission will be disappointed. There is about as much literary style as there would be in a corporate cash book or as much of a plot as there would be in a textbook on chemistry. However, that is not to discount the well-written preface and introduction. In fact, there are some eloquent passages in each of them. Not only the typography but the arrangement of this volume appear to be excellent. It is evident that it contains a vast amount of information and that it is available at a moment's notice to anyone interested. The editor has obviously been diligent to be both complete and accurate in compiling the record of the heroic war dead of Virginians in the second world war. It may seem a simple matter to compile a roll of those entitled to be included in such a volume. The contrary is the fact. There are many problems to be solved as the editor has disclosed in the preface and in the introduction. Only one who has tried to get completely dependable evidence can know the difficulties that confront the compiler of such information as this volume contains. The editor and publisher are to be commended for getting out a historically valuable as well as a typographically attractive volume.

GUSTAVUS LOEVINGER

Minnesota District Court

Good Lighting for People at Work in Reading Rooms and Offices, by Alfred H. Holway and Dorothea Jameson. (Boston. Harvard University Press, 1947. Pp. iv, 43. \$0.75.)

This is a research publication of the Graduate School of Business Administration of Harvard University. It is a monograph of forty-three pages, including several pages of photographs, and a bibliography, devoted to a description of the results obtained in an investigation with the practical objective of improving lighting conditions in the buildings of the Harvard Business School. The primary purpose of the authors who conducted the research was that of providing relief to students and faculty members from fatigue caused by faulty illumination. Melvin T. Copeland, Director of Research, states in the Foreword that this objective "has been substantially attained." The secondary objective of conducting extensive researches on illumination fatigue in business offices and factories was curtailed "for budgetary reasons."

The most interesting conclusion of the authors is that fluorescent lighting should not be used for study or extended reading purposes. Properly employed, the older incandescent light-source is still the better of the two. Readers' preferences were noted in an experimental room where conditions could be varied by changing the kind of light employed. "Light-sources with prominent color characteristics," the authors state, "such as the bluish lamps designed to give light resembling natural daylight, produced a kind of illumination . . .

which most readers . . . did not readily accept." (p. 12). The same lack of enthusiasm greeted the use of fluorescent lighting. The observers reported that the light from fluorescent sources had a "thin," "harsh," and "cold" quality which is not present in daylight nor in incandescent light-sources. The complaints of the readers were emphatic beyond all doubt, the writers say, and they were "spontaneous" in complaining about "eye-fatigue, irritation and discomfort . . . under fluorescent lighting." (p. 13). As a result, it was recommended that the Harvard Business School should not use any fluorescent lighting and that, wherever fluorescent lighting was in use, it should be shielded so as to give an indirect light and thus reduce the glare.

It was also found that no one standard amount of light suits all persons under all conditions. Individuals varied substantially in their several reactions to different light influences. Reading without excessive discomfort was found possible within a range of one foot-candle to one hundred foot-candles. The experiments demonstrated that people can read in either very low or very high amounts of light. It was possible to see letters of all sizes when the illumination was increased to more than 100,000 foot-candles. When the illumination, however, exceeded 3,000 foot-candles it was reported as too bright and dazzling and the eyes subject to "illusory color-changes and annoying after-images." Easy and comfortable reading was thus found to range between one and one hundred foot-candles but within this range the investigators were not able to measure the degrees of ease and comfort and they relied on readers' preferences for establishing recommendations within this range.

In considering lighting, four important conditions, they found, should be controlled: glare, distribution, quality, and amount. Glare should be eliminated by the installation of indirect lighting. Where indirect lighting is used the illumination of the ceiling should not be more than ten times the illumination falling on the working surfaces of the room. Lighting should be distributed evenly on the working surfaces and, if possible, throughout the room. The quality of the light should not be unpleasant for long continued work and, state the authors, at the present time incandescent light-sources still appear to fulfill this requirement more acceptably than other sources. The amount of light illuminating the working surface should be about twenty foot-candles for reading rooms and offices but this recommendation is valid only if the other conditions are properly executed.

The report is written in an easy non-technical language and the "before and after" illustrations graphically portray the results achieved at the Harvard Business School through following the writers' recommendations.

VICTOR GONDOS, JR.

National Archives

How to File and Index, by Bertha M. Weeks. Revised Printing. (New York. Ronald Press Company, 1946. Pp. xiii, 268. \$2.50.)

The 1946 revised printing of Bertha M. Weeks' *How to File and Index*, published by the Ronald Press Company of New York, is a comprehensive guide to filing methods. The author has taken advantage of this new printing

to rewrite Chapter Eight. Otherwise the text remains much the same as the earlier editions copyrighted in 1937 and 1939.

The author is well qualified to write upon the subject of filing and indexing. Her presentation is based upon her many years of varied experience in studying the filing problems of many businesses. She has reorganized many filing systems, given courses of lectures to train file clerks, answered all sorts of requests for information from firms needing aid in setting up their files and getting them in smooth operation. She is director of the Chicago Bureau of Filing and Indexing and formerly was Director of the Standard School of Filing and Indexing of the Globe-Wernicke Company of St. Louis and Chicago.

Profiting by the author's wide experience, the young archivist or file clerk will find the book of value in learning the art of filing. The experienced file clerk, as well as the executive, will find it an excellent reference tool to clarify special problems which arise in filing business records. The clear statement of procedure, necessary in filing, and the logical arrangement of the text makes the book easily understood. The many illustrations and diagrams aid the reader in visualizing the information revealed in the text.

This revised printing contains the following phases of record filing: organizing modern records for use; judging a good alphabetic index; setting up the correspondence file with reference to coding; routines in preparing paper for the files; rules for alphabetizing; geographic methods of filing; lending and safeguarding records; transfer and final disposition of records; follow-up systems; numeric and subject files as well as duplex and decimal subject files in detail; the filing of printed material; some department records and government files; advantages and disadvantages of the centralized and departmentalized files; floor plans and suggestions for the layout of a file room with consideration of lighting, ventilation, and arrangement of cabinets, clerks' tables and chairs; advantages and disadvantages of visible files, including purpose card records; points bearing on selection of equipment and supplies necessary in a well organized file department; the purpose in analyzing a file system; suggested time savers in the operation of files with bonus plans as an incentive to improve production and to make periodical report of work accomplished; a list of desirable traits for a file clerk with suggested tests to be given to prospective employees of the department; the value of a good filing department; a manual of regulations; and filing in specialized fields such as the office of a lawyer, accountant, hospital, engineering firm, or advertising agency.

In rewriting Chapter Eight the author has expanded the subject of retention, preservation and disposal of records and recast the material on microphotography. A detailed statement of "Laws and Government Regulations on Record Preservation by Business" is given. The rules prescribing the periods of time various records must be preserved as well as the various statutes of limitations are described.

EMMA M. SCHEFFLER

Illinois State Library

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

THE SOCIETY OF AMERICAN ARCHIVISTS

The twelfth annual meeting of the Society of American Archivists will be held at Raleigh, North Carolina, October 27-29, 1948, with headquarters at the Sir Walter Hotel. The American Association for State and Local History will meet at the same time and the program will consist of a series of joint sessions throughout the convention. Mr. William J. Van Schreeven, archivist of the Virginia State Library, Richmond, is chairman of the Program Committee of the Society of American Archivists; Mr. W. Edwin Hemphill, director of the Virginia World War II History Commission, University of Virginia Library, Charlottesville, is chairman of the history association's Program Committee. Mr. D. L. Corbitt, chief of the Division of Publications, North Carolina Department of Archives and History, Raleigh, is chairman of the Local Arrangements Committee.

The following committee appointments have been made and accepted in the Society of American Archivists for the year 1947-48: *Archival Bibliography*: Lester W. Smith, chairman, Martin P. Claussen, Ernst Posner, Alice E. Smith, James N. Young, and Margaret C. Norton (ex officio). *Archival Buildings and Equipment*: Victor Gondos, Jr., chairman, Henry H. Eddy, Morris L. Radoff, Leon de Valinger, Jr. *Institutional and Business Archives*: Emmett J. Leahy, chairman, Robert Schiff, Thomas C. Cochran. *International Relations*: Oliver W. Holmes, chairman, Lester K. Born, Herbert O. Brayer, Robert Claus, Waldo G. Leland, Ernst Posner, E. Wilder Spaulding. *Membership*: William D. McCain, chairman. *Nominations*: Mrs. Virginia Leddy Gambrell, chairman ex officio. *Records Administration*: Philip C. Brooks, chairman, Helen L. Chatfield, Henry H. Eddy, Hugh M. Flick, Beatrice Decker. *Research*: Carl L. Lokke, chairman, Robert W. Hill, Lola M. Homsher, Carlton C. Qualey, Clifford K. Shipton.

NATIONAL ARCHIVES

Solon J. Buck resigned as Archivist of the United States in order to accept the position of Chief of the Division of Manuscripts and incumbent of the Chair of American History in the Library of Congress. Wayne C. Grover, Assistant Archivist of the United States was confirmed on June 2nd, 1948, by the Senate and was immediately sworn in as successor to Dr. Buck, whose resignation took effect on that date.

Dr. Grover joined the staff of the National Archives in 1935 and served in the agency as a specialist in the records of the War Department and related

agencies until 1941, when he transferred to the Office of Strategic Services. In January 1943 he was commissioned a captain in the Army.

Assigned to records management, Captain Grover, who rose to the rank of lieutenant colonel, organized such an effective program for the War Department and the Army that he was awarded the Legion of Merit for his work.¹

Although Dr. Grover returned to civilian status in May 1946, he continued in charge of the War Department's records management work. On August 1, 1947, he became Assistant Archivist of the United States.

A graduate of the University of Utah, Dr. Grover did advanced work in political science and public administration at the American University in Washington. In 1946 he was awarded the degree of Doctor of Philosophy in political science. His thesis was entitled "The Records Administration Program of the Department of War."

Recently the Commission on Organization of the Executive Branch of the Government (the Hoover Commission) designated Dr. Grover to serve as consultant in connection with the preparation of a study of records management problems of the Federal Government.

Dr. Grover is a native of Utah. He did newspaper work there before coming to Washington, being most recently an editor on the staff of the *Deseret News* in Salt Lake City.

Robert H. Bahmer, Chief of the Departmental Records Branch of the Adjutant General's Office of the Department of the Army, has been appointed Assistant Archivist of the United States. Dr. Bahmer served in the National Archives from 1936 to 1942 when he was lent to the Navy Department where he acted for nearly a year as Chief of the Archival Service Unit of the Office of Records Administration. Upon his return he became Chief of the Division of Navy Department Archives. In 1943 he transferred to the War Department to become Deputy Chief of the Records Management Branch of the Adjutant General's Office, later becoming Chief of the Departmental Records Branch. A native of Montana, Dr. Bahmer holds degrees from the North Dakota State Teachers College and the University of Colorado. He was awarded the Ph. D. Degree in American History by the University of Minnesota in 1941.

FEDERAL SECURITY AGENCY

John F. X. Britt, Records Officer of the Federal Security Agency, has announced the appointment of R. B. McNair, formerly with the Department of Agriculture, as Records Officer of the Public Health Service, one of FSA's constituent agencies. Mr. McNair will be assisted by Paul Soules and Mrs. Olive Surgen.

LIBRARY OF CONGRESS

Increased use of all the Library of Congress' resources is pointed out in the *Annual Report* of the Librarian for the fiscal year ending June 30, 1947, recently published by the Government Printing Office, Washington, D.C. An important microfilming project carried far toward its completion during

¹ See the *AMERICAN ARCHIVIST*, X, 172, April 1947.

the year is the copying of State legislative documents. In 1941 the Library participated in a project directed by Dr. W. S. Jenkins of the University of North Carolina for filling in its collections of these documents, and at that time a number of states were covered. In the fiscal year 1947, the field work was completed for the first part of a two-year program for filling in the gaps of legislative journals of 26 states, and for completing the legislative documents of 22 states and the session laws of all states. Dr. Jenkins with a photographer traveled 16,000 miles covering the states north of the Ohio and west of the Mississippi. The immediate results were in the form of 13,000 feet of microfilm, representing approximately 216,000 pages of books and manuscripts, which Dr. Jenkins has since been editing.

Dr. St. George L. Sioussat, for ten years Chief of the Division of Manuscripts and incumbent of the Chair of American History of the Library of Congress, retired on March 31. Pending the appointment of a distinguished scholar to this post, the assistant director for acquisitions, Dan M. Lacy, headed the Manuscripts Division in addition to his other duties. Solon J. Buck, recently resigned as Archivist of the United States, succeeded to the office on June 3rd.

Personal and professional papers of Frederick Law Olmsted, one of the first and most distinguished of American landscape architects and city planners, whose work has left a permanent impress upon the United States, have been presented to the Library of Congress by his son, Frederick Law Olmsted, of Brookline, Mass., and Elkton, Md. The collection, now in the Division of Manuscripts, consists of approximately 30,000 documents extending over the years 1819-1923.

Among other recent accessions to the Division of Manuscripts in the Library of Congress the following, arranged in chronological order of materials, may be noted: Additional microfilm of manuscripts (5756 pages) in the Archivo General de Indias, Seville (Patronato 203 and 204), regarding the so-called "Avila-Cortés conspiracy" in Mexico, 1566 to 1568; two autograph letters from George Washington to Reverend Jonathan Boucher, September 4, 1768 and February 20-25, 1771; microfilm of selected items in the archives of the Society of the Cincinnati, mainly correspondence of George Washington and of Pierre L'Enfant, 1783 to 1793; photographic print of autograph letter from George Washington to Benjamin Franklin, on the latter's return to the United States from France, September 25, 1785; handwritten letter to Messrs. Robert Gilmor and Sons of Baltimore, relating to the purchase of books from London, signed by John Beckley, first "Librarian to Congress" February 17, 1802; additional papers of the Easby-Smith family including more than forty letters from William Russell Smith, mainly to his wife, relating to the Alabama Secession Convention and the Confederate Congress, 1861 to 1864; additional papers of the late Victor S. Clark, economist, ca. 1861 to 1944; scrapbook of Senate Proceedings in the period following the Civil War, made by Henry J. Gensler, including handwritten, shorthand and printed matter, ca. 1866 to 1896; five additional letterbooks of Oscar S. Straus, November 8, 1873 to March 21, 1903; additional papers of Ray Stannard Baker, ca. 1875 to 1946 (restricted); two autograph letters from Gen. William T. Sherman to Gen.

Stephen A. Hurlbut, April 9 and June 24, 1877; one box of additional papers of Thomas F. Bayard, 1896 to 1898 (restricted); fifty-eight notebook-diaries and a small group of appointment papers of Richard L. P. Bigelow, supervisor of various national forests of the California region, ca. 1902 to 1936; and papers dealing with the first and second surrenders of Japanese garrisons in the Pacific at Aka Shima and Tokashiki Shima, August 22 and 23, 1945.

The following description of the catalogs of the Division of Manuscripts, prepared by Dorothy S. Eaton and others, appeared in the Library's *Information Bulletin*, April 20-26, 1948:

Most of the holdings of the Division of Manuscripts consist of collections of unique personal papers of men and women (correspondence, diaries, account books, and other materials) which are thought significant in a study and clarification of political, economic, social and literary history. There is also a small body of material which might be defined as archival and a considerable group of transcripts and photocopies of manuscripts in other archives and libraries. The collections ordinarily bear the name of the person or group whose manuscripts they comprise; they are controlled by these names rather than by formal classification systems such as those used for printed materials. They vary in size from one piece to more than a half-million pieces (collections of recent political figures tend to increase in size from year to year). Altogether, by the most accurate estimate possible, the holdings of the Division number about nine million items or pieces, that is, documents that are distinctly separable from one another. Ideally each manuscript item should, like each book, receive individual and detailed treatment, with the subjects noted and brought out by catalog entries. However, the nature of the material in the Division necessitates its handling by trained manuscript workers and the staff of the Division has always been far too small to attempt a complete cataloging of all its collections. General guides to collections received through 1938 are available in *Handbook of Manuscripts in the Library of Congress* (1918), in *List of Manuscript Collections Received to July 1, 1931* (1932), and in *List of Manuscript Collections Received to July 1, 1938* (1939).

In the reading room of the Division there are available to the public three groups of card catalogs which are constantly in process: the General Catalog; a series of so-called "Special Catalogs" which are arranged alphabetically by name of collection; and catalog and inventory cards for the large collection of Reproductions of Materials in European and Other Foreign Archives and Libraries. All of these cover collections which may be consulted either with or without special permission.

The *General Catalog*, an alphabetical-chronological catalog started in 1897, is primarily a guide to collections rather than to single items. A complete main card for a collection records the inclusive dates of the material, a brief description of the main subjects treated, an alphabetical list of principal correspondents, the accession number, and the key name by which the material can be located. Additional entries, pointing to the writer and to the person addressed, are made for especially important items in a collection. Only occasional cross-references to subjects are made. Formerly the General Catalog was limited to covering small collections. Recently its scope has been widened so that every collection received will be covered by at least one entry. In the case of very large collections temporary entries, giving little detailed information, are filed as notice that the material is available for consultation; it is hoped that these can be replaced by regular entries as necessary data become available and that blanket entries to cover large collections received in the past can before too long be made and filed. These substitutions and additions will come slowly, however, since there has been and is only one cataloger available to maintain this catalog.

Some collections are covered by *Special Catalogs*, made up of index entries describing each item in a collection. The essential information on such index entries includes the date of the manuscript, the name of the writer and of the addressee, and the location of the item within the collection. Special catalogs thus far prepared are uneven in content, however. Entries in a few catalogs add the locations of the writer and addressee, a physical

description of the manuscript and, infrequently, a calendar of contents. On the other hand, for very large collections, it has been found necessary to cover only the manuscripts written by the person whose collection is being treated. A list of collections controlled by special catalogs is available, and a descriptive index of indexes is being compiled for use at the charge desk of the Division.

The *Catalog and Inventory of the Transcript and Photocopy Collection* of materials in European and other foreign archives and libraries is composed of entries similar in form to those in the Special Catalogs. However, this catalog is composed of alphabetically arranged series which are grouped according to the archival designation assigned the material by the repository.

In the case of a great many collections, particularly collections of recent manuscripts, donors and depositors have placed restrictions of varying degree on the use of the material. It follows, of course, that catalog entries for such collections are likewise withheld from general use. Such entries are placed in a group of *Restricted Catalogs*, which are available only to members of the staff and to readers who have obtained specific permission to consult any manuscripts so covered. The entries follow the general forms described above. When restrictions are lifted from any collection, the general and special catalog entries covering it are transferred to appropriate locations in the reading room.

Other guides to the Division's holdings are ordinarily available only to members of the staff. The most comprehensive of these guides are the card *Shelf-Lists*. The larger covers the manuscript collections regularly shelved in the Division's stack; the smaller, the collection of transcripts and photocopies referred to above. The entries in these shelf lists ordinarily include a description of collections or of archival groupings with an indication of their stack locations.

From the quantitative standpoint it is estimated that the cards in the several catalogs of the Division reach a total number of nearly 1,800,000. Of these nearly 1,400,000 relate to manuscripts, including 260,250 in the General Catalog, about 1,105,000 in the Special Catalogs or indexes, 7,000 in the Restricted Catalogs and 15,500 described as miscellaneous. For the collection of Reproductions, there are nearly 377,000 cards of various sorts. Excluded from this last count are several volumes and sheets of inventory lists.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

The Naval Records Management Center, Garden City, New York, one of the five records depositories operated by the Navy, has been designated the central depository for all health, medical and service records of separated Naval and Marine officer and enlisted personnel. As a result of this development over 200,000 additional cubic feet of these records have been transferred to the Center during the past three months. This move centralized in one place the records of Naval and Marine veterans, reduces administrative costs and releases office areas in Washington.

The broad responsibilities over office methods and procedures placed in Office Methods Branch in 1946 has made possible an increasingly integrated and comprehensive program for effecting economy and efficiency of administrative operations throughout the Naval Establishment. One aspect of this broadened program has been aimed at the improvement of reporting procedures by eliminating unnecessary or duplicating reports and by making reporting instructions clear, complete, and concise. After nine months of operation this report control project has reduced the cost of reporting requirements by 574,149 man hours. Of special importance to archivists, however, is the improvement in the informational content and usability of data collected as well as in the prevention of the creation of large volumes of useless and ephemeral records.

The joining together of management analysts and archivists with specialists of the Industrial Survey Division in periodic surveys and inspections of major naval activities has placed records management at the highest level of authority and has furnished an excellent opportunity for the enforcement of good administrative techniques, including strict compliance with records disposal schedules and the utilization of approved records practices.

At the request of the Secretary of the Army, a joint continuing records committee composed of two representatives from each of the three departments of the National Military Establishment, has been established to make studies toward the integration of policies and procedures with respect to non-current records problems common to the Army, Navy, and Air Forces. Mr. Herbert E. Angel, Director of Office Methods and Mr. Everett O. Alldredge, Chief of Field Program have been designated by the Secretary of the Navy to represent the Navy. Mr. Robert H. Bahmer and Mr. O. D. McCool represent the Secretary of the Army, and Colonel E. E. Toro and Mr. William Muller represent the Secretary of the Air Force. Mr. Bahmer has been designated the Chairman.

TRAINING OF ARCHIVISTS

The University of Liverpool's Diploma in the study of records and administration of archives, announced in these columns in April, is described in the current syllabus as follows:

In view of the special attention now being given by local authorities to the preservation and classification of public and private records, the University of Liverpool has decided to institute a Diploma in the study of Records and Administration of Archives.

The courses for this Diploma are designed to provide practical training for the professional Archivist, and so to meet the demand for fully-trained and qualified staffs in Record Offices. In addition to Palaeography, Chronology and Diplomatic, the syllabus makes provision for study of the principles and practice of Archive Administration, includes courses on the machinery of local and central government and provides practical instruction in the preparation of calendars and the edition of documents.

The Diploma can be obtained by full-time students after one year of study and by part-time students after two years' attendance.

Candidates must be proficient in French and Latin and must, after one year of study for full-time students and two years for others, pass an examination that includes two papers on Latin and English palaeography, one paper on the outlines of Diplomatic, one paper on the principles and technique of editing and calendaring historical documents, one paper on the theory and practice of archive administration, and an oral examination. Training in the history of real property law and in heraldry and sigillography is offered in addition to the above specified courses, and the students are expected to attend, as required, at an approved County Record Office for purposes of practical instruction.

Among research courses and seminars listed in the twenty-sixth annual report, 1946-47, of the Institute of Historical Research, University of London, the following are of interest to archivists: An introduction to the sources of English history from the sixth to the twelfth century; An introduction to palaeography and criticism; An introductory course on medieval Bishops'

registers; and An introduction to the study of English administration and archives.

FOLGER LIBRARY

Louis B. Wright, for the past fifteen years a member of the research group at the Huntington Library in California, has been appointed director of the Folger Shakespeare Memorial Library, Washington, D.C. The Library houses over 50,000 manuscripts and 150,000 volumes and from its photographic laboratory supplies reproductions of its material to scholars throughout the world.

Dr. Wright will assume his new duties this summer. His most recent book, *The Atlantic Frontier*, is an account of the growth of civilization from 1607 to 1763 in the thirteen American colonies.

NATIONAL SOCIETY OF AUTOGRAPH COLLECTORS

A nation-wide society for collectors of all varieties of manuscripts, documents, letters, and autographs has been formed at Chicago. The Society has adopted these aims: "to encourage the meeting of autograph collectors, to stimulate and aid them in their various collecting specialities, to facilitate the exchange of information and knowledge among collectors and scholars." The first president is Dr. Joseph E. Fields, of Joliet, Illinois, and the secretary and editor is E. B. Long, 4043 North Greenview Avenue, Chicago 13, Illinois. A quarterly magazine is projected.

SOCIAL SCIENCE RESEARCH COUNCIL

The Social Science Research Council in January appointed a committee, following earlier explorations under the auspices of the American Historical Association, to examine the feasibility of and draft plans for establishing a national records management center. The committee, known as the Exploratory Committee on a Records Management Center, consists of Thomas C. Cochran, chairman, Arthur H. Cole, Jackson S. Hutto, Emmett J. Leahy, and Roy F. Nichols.

The proposed center would be concerned with improving the preservation, accessibility, and standards of use of business and institutional records for research purposes.

FOREIGN NEWS

Austria

According to the February issue of the *UNESCO Bulletin*, the Stadtbibliothek, Hauptplatz 1, Linz, Austria, has a publication on local history, *Beiträge zur Linzer Stadtgeschichte*, to exchange against similar material from other countries.

Bibliothek des Haus-Hof- und Staatsarchivs, Minoritenplatz 1, Vienna I, will gladly make exchanges with British, French, Italian, and American libraries, as soon as its *Mitteilungen des Staatsarchivs* are printed and available.

Belgium

Mémorial des archives détruites en 1944 has just been published by the Archaeological Institute of Liège, Musée Curtius, 13 quai de Maestricht, Liège. Volume I is priced at 175 B. frs., vol. II at 150 B. frs. Subscriptions to this new work should be sent direct to the Institute.

Publication has been announced of a new periodical, *Scriptorium*, to be devoted to all questions relating to the study of manuscripts and intended to be an international review in this field. Its editors are C. Gaspar, F. Lyns, and F. Masai, 5 rue du Musée, Brussels.

Canada

The second report of the Saskatchewan archives for the period June 1, 1946 to May 31, 1947, reveals that at the 1947 session of the legislature the Archives Act of 1945 was amended to provide that court records may, after the expiration of twenty-five years from the date of filing, be transferred to the Archives or to the Legislative Library. The transfer takes place upon the recommendation of the Attorney-General approved by the Provincial Archivist and the Legislative Librarian and a Judge of the court concerned.

Another amendment defines more precisely the meaning of the term "public document," which for purposes of the Act now includes correspondence, maps and photographs. A third amendment, designed to facilitate the administrative details of the transfer and destruction of records, enables the minister of the department concerned to recommend the disposition of records in his charge. Under the terms of the original Act, it was necessary to have the approval of the President of the Council in each case.

With a number for Winter, 1948, the Saskatchewan Archives Board inaugurated a new magazine, *Saskatchewan History*, to be published three times a year. It was established "to promote the study, the reading, and the writing of Saskatchewan history," and George W. Simpson, Provincial Archivist, points out in the first issue's first article the numerous fields for research and writing in provincial history as yet only partially explored. Miss Marion W. Hagerman, Box 100, University of Saskatchewan, Saskatoon, Saskatchewan, as business manager for the new venture should receive all correspondence, contributions, books for review, and other editorial and business matters.

Italy

Bollettino del R. istituto di patologia del libro is again being published in Rome. This bulletin is of value to all interested in the various problems connected with the care and preservation of books and manuscripts, their insect-pests, moulds, etc. The institute publishing the bulletin is directed by Professor Gade. It opened in June 1938 and in the period 1939-1942 published, in quarterly numbers, four complete volumes containing a number of illustrated contributions on the care and preservation of books and manuscripts, as well as reviews and a current bibliography.

Mexico

The Library of Congress and the National Archives have presented to the Mexican government through our Embassy in Mexico City 20 rolls of microfilm of certain State Department records in the custody of the National Archives. The material relates to American diplomatic relations with Mexico during the period prior to 1906, including dispatches from and instructions to the American Legation in Mexico and notes from the Mexican Minister in Washington.

According to a special dispatch of April 7 to *The New York Times* from Mexico City, the presentation was made by U. S. Ambassador Walter Thurston. Mr. Thurston expressed to the Mexican Under-Secretary of Foreign Affairs, Manuel Tello, the hope that the documents would "strengthen the friendship of the two countries."

Russia

Radio Moscow, the United Press reported on May 2, has revealed that Leo Tolstoy's private diary, letters and other papers and manuscripts never before released will be displayed to the public at the Tolstoy Museum this year. An exhibition commemorating the 120th anniversary of his birth will include "new variants" of his novel *War and Peace*, based on the original manuscripts. The Museum's archives, the broadcast said, contain 150,000 pages of Tolstoy's papers.

Spain

The *Revista de Archivos, Bibliotecas y Museos* for May-August 1947 contains a biographical sketch of Miguel Bordonau y Más, the new Director General of Archives and Libraries in the Ministry of Education. A member of the Corps of Archivists since 1921 and a onetime chief of the Archivo General de Simancas, he succeeds the late Miguel Artigas Ferrando. In the same issue appears an account of the various libraries and archival institutions visited in this country in 1946 and 1947 by Dr. Bordonau, Dr. Tortajada and Dr. Matéu.

A decree promulgated at Madrid on July 24, 1947, designed to modernize and unify the administration of archives and libraries throughout Spain, and supplementing the Decree of March 2, 1945, divides archives into two groups, historical and administrative, and defines the jurisdiction of governmental bodies over each. It provides further for the creation by the Minister of Education of a provincial archival establishment in those capitals where no general, regional or chancery archives exist. There is also established in the Archivo Histórico General a "Centro de Información Histórico-Documental" to handle both Spanish and foreign researches into archives and to prepare a general catalogue of the archives of Spain. This legislation is printed in full on pages 521 to 528 of the *Revista* mentioned above.

ALABAMA

The State Building Commission of Alabama is installing the steel bookshelves in the room designed as a stack room by the architects when the

World War Memorial Building which houses the State Department of Archives and History, was erected.

On account of the increased cost of publication the Alabama Legislature at its last session increased the appropriation for the publication of the *Alabama Historical Quarterly*, from \$1,000.00 to \$2,000.00 a year.

COLORADO

The Division of State Archives of Colorado has reported the following personnel changes: Mrs. Garnet M. Brayer was appointed associate archivist by the Board of Directors on February 15th, succeeding Virgil V. Peterson, now connected with the World Insurance Company, Omaha, Nebraska; Mrs. Mary A. Ritter, formerly of the Detroit Public Library, has taken the place of Celeste Albright, now at the University of Missouri Library; and Marian George, a graduate of the University of Colorado and a veteran of the Waves, has been added to the staff.

Equipment for the new archival vaults, free standing adjustable shelving, self-stacking storage cases, and metal workroom furniture, was delivered and installed in April. A *Checklist of Colorado Territorial and State Documents*, the first complete guide to territorial and state documents to be published in Colorado, has been completed, and after a final recheck, will be issued as a state document.

DELAWARE

The *Annual Report* of the Public Archives Commission of the State of Delaware for the fiscal year 1946-1947 has been published and is available for distribution.

The past session of the Delaware Legislature enacted a law which enables the State of Delaware through the Public Archives Commission to acquire as a gift the Old Presbyterian Church in Dover, built 1790, for use as a State Museum. This historic building is an excellent example of architecture of that period; and, in addition to being utilized for the preservation of the State's cultural heritage, this project will serve to save the building from destruction. Citizens of the State are assisting the Commission by serving on its Advisory Committee for the restoration of the building and a larger group of citizens on the Finance Committee are undertaking to raise the sum of \$40,000 to rehabilitate and restore the old church. When this work is completed the State will assume the expenses of employing the staff, maintenance and operation of the Museum.

Outstanding among the recent acquisitions of the Commission was the gift of the early court records of Sussex County, Delaware, by Dr. and Mrs. E. Harold Mercer of Dover, Delaware. This important group of early court records, not known to be extant, was found in the eaves of the roof of their house while cleaning the attic. Except for the vigilance of Mrs. Mercer, these records narrowly escaped being thrown out with an accumulation of trash. This group of records of the general court of this County covers the period 1680 under the jurisdiction of the Duke of York through the year 1699 and is complete

and consecutive except for a few gaps in the years 1683 to 1685 and 1685 to 1687. In this early period the court was a general court which could resolve itself from a levy court into a court of common pleas, court of oyer and terminer, orphans' court or register's court. The clerk or "Clark" of this court in addition to recording the legal business also included in his records commissions; bonds of officials; land grants; wills; deeds; births and marriages; apprentice indentures; the building of public works such as roads, bridges and the whipping post; and the bounties paid for killing of wolves. The Commission is indeed indebted to Dr. and Mrs. Mercer for the fine public-spirited manner in which they quickly realized the importance of these records and presented them to the State. Following the repairing of these court records, many of which are fragile, the volume should yield a wealth of information regarding this County to those interested in social, economic, legal and criminal history.

Delaware newspapers carried stories and pictures concerning the discovery, and quoted State Archivist Leon de Valinger's letter to the Mercers, "We hope that your action will serve as a splendid example to other public minded citizens of our state and that others may emulate you in presenting to us any documents which may have formerly belonged to the state or the counties."

MARYLAND

The Maryland Historical Society lists among its recent accessions the Winans Family Papers, about 1200 items dating from 1838 to 1878. Included are 77 volumes concerned with early rolling stock for the Baltimore and Ohio Railroad, costs of material and labor; the contract and accounts relating to the St. Petersburg and Moscow Railroad equipment; other business and family matters; and the "Winans Cigar Boat." Also acquired were the papers of Mrs. Charles Ridgely (Rebecca Dorsey) and her namesake Rebecca Pue, 1748-1836.

MASSACHUSETTS

During the fall of 1947 the Harvard Law School Association launched a campaign to raise \$100,000 to build a Treasure Room at the north end of the reading room of Langdell Hall to house the rare books and manuscripts belonging to the Harvard Law School Library. This Treasure Room is designed as a memorial to the 196 alumni and students of the School who lost their lives in the two World Wars. Some 18,000 copies of a brochure describing the Room have been distributed to alumni and friends of the Harvard Law School Library.

Up to the present time the rare books and manuscripts of the Library, regarded as the greatest collection of legal rarities in the world, have been kept in a vault in the basement of Langdell Hall. With the building of the Treasure Room they will be brought upstairs into air-conditioned quarters under the best physical conditions and will be readily accessible to research scholars.

The Treasure Room proper will be both a reading room and an exhibition room. Display cases will accommodate 27,000 volumes. In addition, three tiers

of stacks (to hold 21,300 volumes) will be built in a room adjacent to the Treasure Room. Both rooms will be air-conditioned.

MICHIGAN

Milo M. Quaife, well known as an author, historian, and editor, has retired from the staff of the Burton Historical Collection, Detroit Public Library, after more than twenty years' service. He taught the history of the Old Northwest at Wayne University and the University of Detroit and is perhaps best known to the general public as editor of the American Lakes series and author of *Lake Michigan* and *The Flag of the United States*.

The William L. Clements Library of the University of Michigan describes in the *Quarto* for March 1948 the collection of autographs of members of early Congresses (and incidentally autograph collecting in general) recently presented to the Manuscript Division by Dr. J. E. Fields of Joliet, Illinois, one of the founders of the National Society of Autograph Collectors, noted elsewhere in these columns.

MINNESOTA

On March 1, 1948, the Minnesota State Archives Commission held a meeting with Department heads of all Minnesota state agencies in the auditorium of the State Office Building. The chairman of the commission, who is the state Commissioner of Administration, outlined the new archives law and explained why it had been passed. The Superintendent of the Minnesota Historical Society then outlined the program planned by the commission, stressing the immediate objective, which is to dispose of all useless records in state offices during the present biennium.

He discussed at length also long term objectives, such as the development of records management routines which will permit scheduled disposal of useless records in the future, microfilming, and a central archival agency equipped to provide modern storage and reference service. On February 7, the commission began its experimental microfilming program. A Recordak Duplex flow film camera is being used to photograph warrants with subvouchers and supporting papers which are stored in the vaults of the State Auditor's office.

MISSISSIPPI

The Legislature at its 1948 session increased the appropriation of the Department of Archives and History from \$46,620.00 to \$64,500.00. Most of the increase was allocated to salary raises of from \$300.00 to \$2,000.00 annually for members of the staff of the Department. The Legislature also created a State Historical Commission, of which the director of the Department of Archives and History is a member, to locate and mark historical sites in the state. The sum of \$9,000.00 was appropriated for carrying out the work of the Commission. The Senate confirmed the re-election for terms of six years of the following members of the Board of Trustees of the Department of Archives and History: Col. Alexander Fitz-Hugh, Vicksburg; Judge G. Garland Lyell, Jackson; and Hon. Alfred H. Stone, Jackson.

The director of the Department of Archives and History recently served as chairman of the Mississippi Territorial Sesquicentennial Commission which held a celebration in Natchez on April 7 in connection with the issuance of the three-cent postage stamp commemorating the sesquicentennial of the establishment of the Mississippi Territory.

Two pamphlets of laws of the Mississippi Territory have been issued recently under the editorship of William D. McCain, director of the Department of Archives and History. They are *Laws of the Mississippi Territory*, September 21-October 5, 1799 (Beauvoir Community, Miss.: The Book Farm, 1948), and *Laws of the Mississippi Territory, May 27, 1800* (Beauvoir Community, Miss.: The Book Farm, 1948).

MISSOURI

The State Historical Society has recently received as a gift from the secretary of state of Missouri two volumes of poll books containing Missouri soldiers' absentee votes on the 1865 Missouri constitution sent from army camps in Arkansas, Texas, and elsewhere, and forty-seven volumes of state election returns between the years 1838 and 1878, with the exception of the year 1876. While incomplete election returns for part of these years are found in newspapers, much of the data contained in these volumes is available in complete form in no other records.

NEW YORK

Dr. Kenneth Chorley, President of Colonial Williamsburg, has recently been elected to the Board of Trustees of the New York State Historical Association. Dr. Chorley is known throughout the country for his distinguished leadership in developing at Williamsburg the greatest restoration of its kind in the world. In New York State Dr. Chorley has made a distinct contribution for his leadership in the restoration of Philipse Castle in North Tarrytown and the restoration of the Washington Irving House at Sleepy Hollow. He is a Trustee of the Museum of the City of New York and Vice-President of the National Council for Historic Sites and Buildings.

James Taylor Dunn, city librarian of Olean, New York, has been appointed librarian of the Association at Cooperstown.

"New York's Contribution to the Cause of Freedom" is the theme of an essay contest announced by the New York State Historical Association for the schools of the State. Prizes for the contest are donated by the George H. and Minnie Marsh White Foundation of Cooperstown. The contest topic is also the theme of an outstanding exhibit currently being shown at the New York State Library at Albany which will form the nucleus of a New York State Freedom Train, planned to commence its journey in October, 1948. Dr. Charles F. Gosnell, New York State librarian and organizer of the State Library exhibit, and Gerald H. Salisbury, Albany, chairman of the State Freedom Train Committee, are two of the panel of five judges announced for the contest. Other judges are Miss Mary A. Sheehan, Rochester, president of the New York State Teachers Association; Dr. Roy A. Price of the faculty of Syracuse

University; and Mr. Jesse Merritt, Farmingdale, Nassau County historian.

Seminars on American Culture held at Cooperstown, New York, on July 11-17, provided adults interested in five specialized historical fields with an opportunity for exchanging ideas and for meeting with distinguished leaders in these areas. Sessions were held on the writing of local history, the teaching of state and local history, early arts and crafts (jointly sponsored with the Early American Industries Association), history in museums, and the collecting of folklore.

Cornell University has acquired two valuable groups of private correspondence and papers for its Collection of Regional History. Both contain significant historical information relating to 19th century land speculation in western New York and the mid-west.

One group is a comprehensive record of the business affairs of the Davenport and related families of Bath. Covering the period from 1800 to 1910, it contains 21 bound letter books, 13 account books and more than 7,000 unbound letters, mortgage deeds and military warrants. According to Mrs. Edith M. Fox, acting curator of the regional collection, the Davenport papers throw considerable light upon the problems of eastern investors in western lands—particularly those of agent supervision, usury and foreclosure cases and settler depredations.

The second collection, dating from 1801 to 1885, comprises more than 560 letters, account books, land contracts and maps dealing with the purchase of the Holland Land Company's holdings in western New York by Devereaux and Company of Utica. Included are papers describing a gift of 50,000 acres to the Erie Railroad and letters discussing land speculation in Cattaraugus, Genesee and Allegany counties. The Davenport papers were presented to Cornell by Cameron B. Waterman of Detroit, the Devereaux group by Ramsey Devereaux of Utica.

The Library of the University of Rochester has acquired three manuscript groups of great value. Its Thurlow Weed Collection has been augmented by the gift of approximately 6,000 letters written to Weed during the Civil War and Reconstruction periods by various important personages. Thirty-five letters from Horace Greeley and Thurlow Weed have been added to the Seward Papers already in the Library. Members of his family have presented to the Library selected papers of the late James Wood Colt, a leader in railroad development both here and abroad; this selection deals with his activities in Turkey where he planned and surveyed a railroad through Asia Minor to Baghdad.

Yeshiva University has received two thousand volumes and manuscripts belonging to the late Rabbi Chaim F. Epstein of St. Louis, Missouri. The collection contains many valuable Talmudic and Halachic texts.

NORTH CAROLINA

The resignation of Henry Howard Eddy as Chief of the Division of Archives and Manuscripts of the Department of Archives and History, noted below, has caused a shift of personnel in the Department. Frank Burton, since last

August the head of the Department's highway marker program, has been appointed to head the Archives Division, and William S. Powell has been put in charge of the marker program. Mr. Powell comes to the Department from the Library of Yale University. A veteran of World War II, he holds both bachelor's and master's degrees from the University of North Carolina, where he specialized in American history.

D. L. Corbitt, Chief of the Division of Publications of the Department, has been appointed chairman of the committee on local arrangements for the annual conventions of the Society of American Archivists and the American Association for State and Local History to be held in Raleigh October 28-30, Miss Eva J. Lawrence has recently been added to the staff of the Publications Division to copy manuscripts and prepare them for editing.

Dr. James W. Patton has resigned as head of the Department of History and Political Science of North Carolina State College at Raleigh to accept a position as Assistant Director of the Southern Historical Collection at the University of North Carolina. He will begin his new duties on July 1.

The *Records of the Moravians in North Carolina* (volume 7, 1808-1822), edited by Dr. Adelaide L. Fries, archivist of the Moravian Church in America, Southern Province, has just been published by the State Department of Archives and History. This volume is now available to libraries and to persons who are interested in this series and who will send their requests and a wrapping and mailing fee of 25 cents in coin or stamps to Mr. D. L. Corbitt, Head, Division of Publications, State Department of Archives and History, Raleigh, N.C.

Dr. Archibald Henderson of the University of North Carolina at Chapel Hill requests information concerning the location of two original letters written to Willie P. Mangum in 1844. These letters were published by Dr. Stephen B. Weeks in *Publications of the Southern History Association* July 1, 1906, pp. 228-323. One was written by A. T. Davis, Nashville, December 3, 1844, the other by George L. Lowden, Charleston, S.C., December 16, 1844. Anyone knowing the location of these letters should write Dr. Henderson.

OHIO

During the first three months of 1948, the Ohio Archaeological and Historical Society acquired the following important manuscripts: John Adams, letter from Amsterdam to M. A. H. Dohrman, Jan. 18, 1781; Warren G. Harding, holograph speech, Marion, Ohio, July 4, 1922; also two letters by Harding and one by Mrs. Harding; Patrick Henry, letter from Richmond, Va., to John Francis Mercer, Nov. 24, 1783; and Scioto Land Company (James Kilbourne, president) Minute book, 1802-1803.

PENNSYLVANIA

Henry Howard Eddy, Chief of the Division of Archives and Manuscripts, North Carolina Department of Archives and History, has been appointed Chief of the Archives Division, Pennsylvania Historical and Museum Commission, succeeding Col. Henry W. Shoemaker. The appointment was an-

nounced April 13 by Charles J. Biddle, Chairman of the Commission, who said Mr. Eddy would assume his duties June 1.

The new chief of the State Archives is a 48-year-old native of Vermont, a graduate of Middlebury College and Harvard University. After various teaching posts he served as State Supervisor of the Historical Records Survey of Vermont, was employed at the National Archives and at the Roosevelt Library at Hyde Park, N.Y., and was appointed Acting Archivist for the State of New York.

Colonel Shoemaker, Director of the Pennsylvania State Archives since May, 1937, recently was appointed to head the new Folklore Division of the Pennsylvania Historical and Museum Commission.

The Pennsylvania Historical and Museum Commission has consolidated the functions of the old Pennsylvania Historical Commission, the State Museum and the State Archives. The present Commission has embarked upon a long-range comprehensive program in each of its several divisions, which now embrace the entire field of Pennsylvania History.

Kenneth P. Bailey, professor of history and dean of students at Humboldt State College, author of the *Ohio Company of Virginia* and *Thomas Cresap, Frontiersman*, has published a third volume, the *Ohio Company Papers, 1755-1817; Being primarily papers of the "Suffering Traders" of Pennsylvania*. The papers are transcribed from the originals in the Etting Collection of the Pennsylvania Historical Society and are presented in lithoprint with historical introduction and editorial notes.

SOUTH DAKOTA

To mark the visit of the Freedom Train to South Dakota, Governor George T. Mickelson proclaimed April 15 to May 15 Rededication Month and urged all citizens to visit the exhibit of the 127 original documents. In connection with the Train's coming to Pierre, the State Historical Society, through the courtesy of the Pierre Chamber of Commerce, had reproduced by photostat numerous South Dakota documents of early pioneer importance and material from early newspapers.